

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
JANUARY 25, 2021
5:30 P.M.



CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
ACTION TO CHANGE AGENDA

1. CONSENT AGENDA

All items listed under the consent agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- 1.1 MINUTES – JANUARY 11, 2021
- 1.2 BILLS PAYABLE THROUGH JANUARY 21, 2021
- 1.3 CASH BALANCE/ACTIVITY REPORT – NOVEMBER 2020
- 1.4 LIBRARY REPORT – NOVEMBER 2020

2. PUBLIC HEARING

5:30: ANNEXATION – 1703 COUNTY ROAD #6

3. ITEMS FOR CONSIDERATION

- 3.1 B-3 BENCHMARKING REVIEW
- 3.2 BICYCLE/PEDESTRIAN BRIDGE UPDATE
- 3.3 WATER SUPPLY PLAN APPROVAL
- 3.4 HORSE TRACK MEADOWS REVIEW
- 3.5 REQUEST TO PURCHASE PROPERTY – SOUTH 7TH STREET
- 3.6 MUNICIPAL STATE AID REVIEW
- 3.7 OFFER TO PURCHASE PROPERTY
- 3.8 CALL FOR PUBLIC HEARING–TAX INCREMENT PROJECT
- 3.9 CALL FOR PUBLIC HEARING – SMALL CITIES GRANT
- 3.10 AUTHORIZE REVIEW-BYLAWS CRESTVIEW APARTMENT
- 3.11 AUTHORIZE CAPITAL EQUIPMENT EXPENDITURE
- 3.12 2021 LICENSE RENEWALS
- 3.13 INCREASE COUNTY SOLID WASTE FEE
- 3.14 2020 BUDGET ADJUSTMENTS

CITY OF LA CRESCENT
AGENDA
REGULAR MEETING
JANUARY 25, 2021
5:30 P.M.

4. UNFINISHED BUSINESS

4.1

5. MAYOR'S COMMENTS

5.1

**6. STAFF CORRESPONDENCE/COMMITTEE
UPDATES**

6.1 PARK & RECREATION MINUTES – JANUARY 19, 2021

6.2

6.3

7. CORRESPONDENCE

7.1

7.2

7.3

8. CHAMBER OF COMMERCE

8.1

9. ITEMS FOR NEXT AGENDA

10. ADJOURNMENT

NOTICE

Please take notice that pursuant to Minn. Stat. Section
13D.021, members of the City Council may attend the
meeting by telephone or zoom.

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
JANUARY 11, 2021

La Crescent Police Chief Doug Stavenau administered the oath of office to newly elected Mayor Mikel Poellinger and Council Members Ryan Hutchinson and Dale Williams.

Pursuant to due call and notice thereof, the first meeting of the City Council of the City of La Crescent for the month of January was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, January 11, 2021.

Pursuant to Minn. Stat. § 13D.021 and due to the COVID-19 pandemic, members of the City Council and City Staff were given the option to attend the meeting by telephone or Zoom. Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Ryan Hutchinson, Cherryl Jostad, Teresa O'Donnell-Ebner, Dale Williams, and Mayor Mike Poellinger. Members absent: None. Also present was City Administrator Bill Waller, City Attorney Skip Wieser, and City Administrative Assistant Angie Boettcher.

Mayor Poellinger asked if anyone wished to take action to change the agenda as presented. There were no changes requested.

ITEM 1 – CONSENT AGENDA

At this time, the Mayor read the following items to be considered as part of the Consent Agenda for this regular meeting:

- 1.1 MINUTES – DECEMBER 21, 2020
- 1.2 BILLS PAYABLE THROUGH JANUARY 7, 2021

At the conclusion of the reading of the Consent Agenda, Mayor Poellinger asked if the Council wished to have any of the items removed from the Consent Agenda for further discussion. It was recommended to amend the December 21, 2020 Minutes regarding Item 2 – Public Hearing to correct the heading to read “Item 2 – Public Hearing – Horse Track Meadows Special Assessment Hearing”. Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner, as follows:

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING AN AMENDMENT TO THE DECEMBER 21, 2020 MINUTES REGARDING ITEM 2 – PUBLIC HEARING TO CORRECT THE HEADING TO READ “ITEM 2 – PUBLIC HEARING – HORSE TRACK MEADOWS SPECIAL ASSESSMENT HEARING”.

Upon a roll call vote taken and tallied by the City Administrator, all Member present voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.1 – SWEARING IN OF MAYOR - See Above

ITEM 3.2 – SWEARING IN OF CITY COUNCIL MEMBERS - See Above

ITEM 3.3 – ANNUAL APPOINTMENTS

City Council took up discussion of the annual appointments for 2021, following which Member Jostad made a motion, seconded by Member O'Donnell-Ebner, to approve the following motion:

A MOTION TO APPROVE DALE WILLIAMS AS THE ACTING MAYOR.

Upon a roll call vote taken and tallied by the City Administrator, the following Members voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Mike Poellinger	Yes

Member Dale Williams abstained from voting and none voted against the same. The motion was declared duly carried by a 4-0 vote.

Upon recommendation of official depositories for the City by Finance Director Debbie Shimshak, Member O'Donnell-Ebner then introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 01-21-01

A RESOLUTION DESIGNATING, AS A DEPOSITORY OF THE CITY OF LA CRESCENT FUNDS, ONE OR MORE FINANCIAL INSTITUTIONS

WHEREAS, Minn. Stat. § 118A.02, subd. 1 and Minn. Stat. §§ 427.01-.12, require that the City of La Crescent designate, as a depository of its funds, one or more financial institutions within 30 days of the start of the City's fiscal year.

BE IT RESOLVED, that the City Council of the City of La Crescent designates the following financial institutions as official depositories for the City of La Crescent for all City banking functions and investments:

Merchants Bank - La Crescent
Home Federal Savings - La Crescent
Edward Jones – La Crescent
Northland Securities, Inc.
4M Fund (sponsored by the League of Minnesota Cities)
Institutional CD's Inc./ICD Securities, Inc. – Broker
Altra Federal Credit Union - La Crescent
Multi-Banks Securities
Eitzen State Bank – La Crescent

ADOPTED this 11th day of January, 2021.

SIGNED:

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member Hutchinson and upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the resolution duly passed and adopted.

Regarding the Official Newspaper, Member Williams made a motion, seconded by Member Hutchinson, to approve the following motion:

A MOTION APPOINTING THE HOUSTON COUNTY NEWS AS THE OFFICIAL NEWSPAPER FOR THE CITY OF LA CRESCENT.

Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

Regarding Assistant Weed Inspector, Member Jostad made a motion, seconded by Member Hutchinson, to approve the following motion:

A MOTION APPOINTING SHAWN WETTERLIN AS ASSISTANT WEED INSPECTOR FOR THE CITY OF LA CRESCENT.

Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

Member Williams then introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 01-21-02

**A RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND
ASSIGNING DUTIES, STATE OF MINNESOTA**

WHEREAS, Minnesota Statutes, Section 13.02 Subdivision 16, as amended, requires that the City of La Crescent appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals, within the City, and

WHEREAS, the City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statutes,

BE IT RESOLVED, that the City Council of La Crescent appoints Debbie Shimshak as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, Chapter 13, as amended, and with rules as lawfully promulgated by the Commissioner of Administration.

FURTHER BE IT RESOLVED, the Responsible Authority shall require the requesting party to pay the actual costs of making, certifying, and compiling copies and of preparing summary data.

ADOPTED this 11th day of January, 2021.

SIGNED:

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member O'Donnell-Ebner and upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the resolution duly passed and adopted.

ITEM 3.4 – CITY COUNCIL APPOINTMENTS

At the direction of the Mayor, the proposed Commission assignments for 2021 were reviewed by City Council. Following discussion, Member Hutchinson made a motion, seconded by Member O'Donnell-Ebner, as follows:

MOTION APPOINTING THE FOLLOWING INDIVIDUALS TO CITY COMMISSIONS FOR 2021:

Planning Commission	Dale Williams
Emergency Services Commission	Mike Poellinger
Library Board	Teresa O'Donnell-Ebner
Golf Commission	Ryan Hutchinson
Park and Recreation Commission	Teresa O'Donnell-Ebner
Personnel Committee	Mike Poellinger and Dale Williams
La Crescent Animal Rescue	Ryan Hutchinson
Fire Cooperative	Mike Poellinger and Cherryl Jostad
Economic Development Commission	Cherryl Jostad
Fire Department Relief Association	Cherryl Jostad
Explore La Crosse	Cherryl Jostad
GreenStep Committee	Teresa O'Donnell-Ebner

Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.5 – ADVISORY COMMISSION APPOINTMENTS

Mayor Poellinger reviewed with City Council the various City of La Crescent standing commission appointments for 2021 and recommended reappointing those that are expiring. There was a question regarding Jason Ludwigson becoming an ex-officio member of the Planning Commission. The appointments for the Library Board will be reviewed at an upcoming City Council Meeting. Following discussion, Member Williams made a motion, seconded by Member Hutchinson, as follows:

**MOTION APPROVING THE FOLLOWING INDIVIDUALS TO CITY OF LA CRESCENT
STANDING COMMISSIONS FOR 2021:**

PLANNING COMMISSION

1. Dave Coleman – 2023^
2. Jason Ludwigson – 2022
3. Dave Hanifl – 2022
4. Mike Welch – 2021
5. Anna Stoecklein – 2023*
6. Linda Larson – 2021
7. Jerry Steffes – 2021

PARK AND RECREATION COMMISSION

1. Jon Steffes – 2022
2. Paul McLellan – 2022
3. Randy Dobbs – 2022
4. Mike Limberg – 2023*
5. Sarah Wetterlin – 2023*
6. Diana Adamski – 2021
7. Eileen Krenz - 2021

GOLF COMMISSION

1. Garry Hill – 2022
2. Tom Jones – 2021
3. Larry Ernst – 2022
4. Bill Dockendorff – 2023*
5. Scott Yeiter – 2023*

HISTORIC BLUFF COUNTRY COMMISSION

1. Eileen Krenz – 2021*

ECONOMIC DEVELOPMENT COMMISSION

1. Larry Stryker - 2022
2. Eileen Krenz – 2023*
3. Mike Welch - 2021
4. Troy Nolop – 2023*
5. Lori Kadlec - 2021
6. Al Voss - 2022
7. Brett Kemmer - 2021

GREENSTEP COMMITTEE

1. Jim Nissen - 2021
2. Jason Ludwigson - 2021
3. Michael Alfieri - 2021
4. Angie Boettcher - 2021
5. Tyler Benish - 2021
6. Shawn Wetterlin - 2021
7. Meghan Steffes - 2021
8. Isabelle Morken - 2021

NATURAL RESOURCE ADVISORY GROUP

1. Jim Nissen - 2021
2. Ruth Nissen - 2021
3. Phyllis Feiock - 2021
4. Randy Urich - 2021
5. Mary Thompson - 2021
6. Craig Thompson - 2021
- 7.

BICYCLE/PEDESTRIAN COMMITTEE

1. Jason Ludwigson - 2021
2. Linda Larson - 2021
3. Anna Stoecklein - 2021
4. Maseray Severn - 2021
5. Kristen Plummer - 2021

Indicates Reappointed*

New Appointment^

Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.6 – RESOLUTIONS TO ACCEPT DONATIONS

La Crescent Police Chief Doug Stavenau reviewed with City Council two (2) Resolutions regarding donations to the La Crescent Police Department and the La Crescent Fire Department. Eunice Dahlen wishes to donate \$10,000.00 to each the Police Department and Fire Department to use as they desire. It was recommended to City Council to adopt the Resolutions accepting the donations. Following discussion, Member Jostad introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 01-21-03

RESOLUTION ACCEPTING DONATION OF \$10,000.00 FROM EUNICE DAHLEN FOR THE LA CRESCENT POLICE DEPARTMENT

WHEREAS, Eunice Dahlen wishes to donate \$10,000.00 to the La Crescent Police Department for the Department to use as they desire.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of La Crescent hereby accepts the donation of \$10,000.00 from Eunice Dahlen for the La Crescent Police Department.

ADOPTED this 11th day of January, 2021.

SIGNED:

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member O'Donnell-Ebner and upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the resolution duly passed and adopted.

Following discussion, Member Williams introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 01-21-04

**RESOLUTION ACCEPTING DONATION OF \$10,000.00 FROM EUNICE DAHLEN FOR THE
LA CRESCENT FIRE DEPARTMENT**

WHEREAS, Eunice Dahlen wishes to donate \$10,000.00 to the La Crescent Fire Department for the Department to use as they desire.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of La Crescent hereby accepts the donation of \$10,000.00 from Eunice Dahlen for the La Crescent Fire Department.

ADOPTED this 11th day of January, 2021.

SIGNED:

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member Jostad and upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the resolution duly passed and adopted.

City Council directed City Administrator Waller to send a thank you to Ms. Dahlen for her donations.

ITEM 3.7 REVIEW CITY COUNCIL RULES AND PROCEDURES

City Attorney Wieser reviewed Resolution No. 02-13-03 which sets forth the groundwork for orderly and respectful communication and to promote efficient working of the public's interest at Council Meetings. Pursuant to the authority of Minn. Stat. § 412.191 Subd. 2, City Councils have the authority to regulate their own procedure. The Organizational Resolution has been in place with the City of La Crescent since 1975. Significant reviews were done in 2013 and 2014. Thereafter, the document has been reviewed and approved at the initial meeting of the year. This item was informational, and no action was taken.

ITEM 3.8 – REVIEW CITY CODE OF CONDUCT

City Attorney Wieser then reviewed with City Council the Code of Conduct for elected and appointed officials of the City of La Crescent. The Code of Conduct was initially adopted in 2014. The Code of Conduct is an aspirational document for the City and how the Council and other representatives of the City conduct themselves while performing City business. There were no proposed changes to this Code of Conduct. This item was informational, and no action was taken.

ITEM 3.9 – REVIEW SOCIAL MEDIA POLICY

City Attorney Wieser also reviewed with City Council a copy of the existing Communications Policy adopted by the City of La Crescent. This was initially adopted in March 2003 and last reviewed/updated last year with an update regarding use of cellular devices. It was recommended that on page 2 of the Communications Policy under the "Telephone" heading that the sentence regarding the use of calling cards be deleted as they are no longer used by most people. Following discussion, Member Hutchinson made a motion, seconded by Member Jostad, as follows:

MOTION TO APPROVE THE COMMUNICATIONS POLICY AS PRESENTED WITH THE DELETION OF THE SENTENCE REGARDING CALLING CARDS ON PAGE 2 UNDER THE "TELEPHONE" HEADING.

Upon a roll call vote taken and tallied by the City Administrator, the following Members voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

City Attorney Wieser also reviewed with City Council his January 7, 2021 Memo to City Council regarding the question raised by a City Council Member regarding participation in a vote for an item that a Member had abstained from voting previously on that related item. City Attorney Wieser concluded that the Member is not precluded from participating in the vote but recommended a better practice would be to abstain.

ITEM 3.10 – 2021 LICENSE RENEWALS

City Council reviewed a list of proposed license renewals for 2021. The applications appear to be in order, and it was recommended to City Council to approve the license renewal applications. Following discussion, Member Hutchinson made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE PRESENTED LIST OF LICENSE RENEWALS FOR 2021 FOR THE FOLLOWING:

CIGARETTES – PUMP 4 LESS/SOUTHSIDE CORNER

LIQUOR OFF-SALE – LA CRESCENT WINE & SPIRITS; PUMP 4 LESS/SOUTHSIDE CORNER; SWING BRIDGE PUB LLC

LIQUOR ON-SALE - SWING BRIDGE PUB LLC

LIQUOR SUNDAY - SWING BRIDGE PUB LLC

GAS INSTALLERS – ABSOLUTE COMFORT HEATING & AIR CONDITIONING; ADVANCED COMFORT SPECIALISTS LLC; BAGNIEFSKI HEATING & AIR CONDITIONING; BOSTRACK HEATING & AIR CONDITIONING; CARY HEATING & AIR CONDITIONING; LA CROSSE FIREPLACE CO.; PRIME SOURCE PLUMBING & HEATING; RON HAMMES REFRIGERATION; SCHROEDER HEATING & COOLING; WINONA HEATING & VENTILATING

SOLID WASTE – HARTER'S TRASH & RECYCLING INC.; HILLTOPPER REFUSE & RECYCLING SVC; WASTE MANAGEMENT

MASSAGE BUSINESS – HEAVEN'S HANDS INC.; LA CRESCENT MASSAGE; LISA J MIKKELSON

MASSAGE TECHNICIAN - HEAVEN'S HANDS INC.; LA CRESCENT MASSAGE; LISA J MIKKELSON

Upon a roll call vote taken and tallied by the City Administrator, the following Members voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.11 – TRANSFER OF WIESER PARK

City Administrator Waller reviewed with City Council a proposed Resolution and Quit Claim Deed regarding the transfer of Wieser Memorial Park. This is similar to when La Crescent Township deeded Crescent Valley Park to the City. At La Crescent Township's December 2020 Town Board Meeting, the future of Wieser Memorial Park was discussed by the La Crescent Township Board. The Township Board has elected to give the park to the City of La Crescent. The park is located on County Road 6 adjacent and contiguous to the Horse Track Meadows Development. This gift is conditioned upon the City of La Crescent agreeing to the following: that the name, Wieser Memorial Park, will remain unchanged; that the historic stone located at the entrance of the park by the flagpole will remain in place; and that the deed of conveyance contains a restrictive covenant that the property be utilized by the public for recreational purpose only. This restriction is contained on the conveyance to La Crescent Township. It was recommended to City council to adopt the Resolution. Following the passing of the Resolution, the City Administrator and City Attorney would coordinate finalizing the transfer with La Crescent Township. Thereafter, City Council would be presented with an Ordinance annexing Wieser Memorial Park from the Township of La Crescent to the City of La Crescent. Following discussion, Member O'Donnell-Ebner introduced the following resolution and moved its passage and adoption:

RESOLUTION NO. 01-21-05

A RESOLUTION ACCEPTING THE GIFT OF LAND (WIESER MEMORIAL PARK) FROM THE TOWNSHIP OF LA CRESCENT

WHEREAS, the real property described on Exhibit A and known as Wieser Memorial Park was deeded to the Township of La Crescent in 1995 for recreational purposes.

WHEREAS, the Township of La Crescent is desirous of transferring ownership of Wieser Memorial Park to the City of La Crescent under the following terms and conditions:

1. That the real property described be utilized for recreational purposes only.
2. That the name of the park shall remain Wieser Memorial Park.
3. That the historical stone currently located at the entrance of the park, by the flagpole, will remain in place.

WHEREAS, the City of La Crescent agrees to accept the conveyance of real property known as Wieser Memorial Park subject to the conditions identified above.

NOW THEREFORE BE IT RESOLVED, by the La Crescent City Council, that the City of La Crescent hereby accepts the conveyance of real property known as Wieser Memorial Park from the Township of La Crescent, subject to the conditions identified above.

ADOPTED this 11th day of January, 2021.

SIGNED:

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member Jostad and upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the resolution duly passed and adopted.

ITEM 3.12 – PLANNING COMMISSION MINUTES – 1/5/2021

City Attorney Wieser reviewed with City Council the Planning Commission Minutes from the January 5, 2021 meeting. This item was informational, and no action was taken.

ITEM 3.13 – ACEN TEK PARKING LOT LEASE EXTENSION

City Administrator Waller reviewed with City Council a lease agreement for the parking lot that Acentek owns in downtown La Crescent. This agreement has been in place for many years, is utilized by numerous downtown businesses, and will be incorporated into the City's new bicycle/pedestrian bridge. It was recommended to City Council to approve the lease agreement. Following discussion, Member Williams made a motion, seconded by Member O'Donnell-Ebner, as follows:

MOTION TO APPROVE THE LEASE AGREEMENT FOR THE PARKING LOT THAT ACEN TEK OWNS IN DOWNTOWN LA CRESCENT FOR A PERIOD OF 15 YEARS FROM AND AFTER THE EFFECTIVE DATE.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.14 – PROPERTY ACQUISITION DISCUSSION

City Administrator Waller provided City Council with a brief update regarding the property acquisition for the property located at 322 South 1st Street. This item was informational, and no action was taken.

ITEM 7.1 – CORRESPONDENCE – MnDOT – SAFE ROUTES TO SCHOOL GRANT

City Council reviewed an email dated December 14, 2020 from Dave Cowan, Safe Routes to School (SRTS) Coordinator, for MnDOT, informing the City that the La Crescent SRTS Demonstration Project has been selected for a demonstration project for Spring 2021/Fall 2021. No action taken.

ITEM 7.2 – CORRESPONDENCE – FEDERAL TRANSIT – BUS SHELTERS GRANT

City Council reviewed an email dated December 30, 2020 from Evan Gross of the Federal Transit Administration informing the City of a \$26,400.00 grant award for building new bus shelters in the City of La Crescent. No action taken.

ITEM 8 – CHAMBER OF COMMERCE

Eileen Krenz from the La Crescent Chamber of Commerce informed City Council that there would not be an Auction for the Chamber this year and that the Annual Meeting would be virtual in February. She also attended a local webinar on the CARES Act Funding.

ITEM 9 – ITEMS FOR NEXT AGENDA

It was recommended that the CARES Act Funding be added to the February 8, 2021 City Council Meeting agenda.

There being no further business to come before the Council at this time, Member Williams made a motion, seconded by Member O'Donnell-Ebner, to adjourn the meeting. Upon a roll call vote taken and tallied by the City Administrator, the following Members present voted in favor thereof, viz;

Ryan Hutchinson	Yes
Cherryl Jostad	Yes
Teresa O'Donnell-Ebner	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:23 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator

#1.2



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: January 21, 2021
RE: Bills Payable

Attached for review and consideration by the City Council are the bills payable for the period ending January 21, 2021. We would suggest that the City Council approve the payment of the bills as presented.

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3P ADMINISTRATORS, INC.						
1/14/21 R.Q.	MEDICAL REIMB P/R DEDUCTED	01/19/2021	159.36	159.36	01/19/2021	
11/30/20 R.L.	MEDICAL REIMB P/R DEDUCTED	12/03/2020	200.00	200.00	12/03/2020	
12/7/20 L.O.	MEDICAL REIMB P/R DEDUCTED	12/08/2020	82.42	82.42	12/08/2020	
Total 9457:			441.78	441.78		
ABILITY BUILDING CENTER INC						
8694	FD - CLEANING COMM RM	12/31/2020	172.00	.00		
8696	FD - CLEANING STATION	12/31/2020	150.50	.00		
Total 8085:			322.50	.00		
AIRGAS USA LLC						
9108441115	FD - MEDICAL SUPPLIES	12/29/2020	52.43	.00		
Total 1802:			52.43	.00		
ALEX AIR APPARATUS INC						
3602	FD - COMPRESSOR SERVICE	01/05/2021	740.00	.00		
Total 74:			740.00	.00		
ANCHOR SOLAR INVESTMENTS LLC						
#15	ANIMAL RESCUE - SOLAR	01/01/2021	174.18	.00		
#15	RADIUM PLANT - SOLAR	01/01/2021	339.69	.00		
#15	MAINTENANCE BLDG - SOLAR	01/01/2021	339.69	.00		
Total 9859:			853.56	.00		
B & T TECHNICAL SERVICES, LLC						
19465	COMM BLDG - SOLAR ELECTRICAL SERVICE	12/31/2020	151.18	.00		
Total 9680:			151.18	.00		
BAKER & TAYLOR						
2035657394	LIBRARY - BOOKS	12/07/2020	25.41	.00		
2035674546	LIBRARY - BOOKS	12/16/2020	32.92	.00		
2035685629	LIBRARY - BOOKS	12/22/2020	162.21	.00		
Total 8022:			220.54	.00		
BENEFIT PLAN ADMINISTRATORS						
4709	FSA ADMINISTRATIVE FEES	01/11/2021	48.00	48.00	01/15/2021	
4709	FSA PLAN RENEWAL FEE	01/11/2021	125.00	125.00	01/15/2021	
Total 9724:			173.00	173.00		
BOBCAT OF THE COULEE REGION						
01-41948	BOBCAT - BOLT	01/04/2021	282.80	.00		
01-41973	BOBCAT - ELECTRICAL CON.	01/05/2021	229.58	.00		
01-41980	USED 2019 BOBCAT T650 TRACK W/ BUCKET	01/05/2021	40,900.00	.00		
01-42326	BOBCAT - REPLACED HYD LINE COUPLER ON BOBCAT	01/19/2021	94.19	.00		
Total 216:			41,506.57	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
BOB'S LOCK & SAFE INC.						
40137	PD - FIX REAR DOOR	12/23/2020	110.00	.00		
40193	PD - REAR DOOR KEYS	01/06/2021	75.00	.00		
Total 123:			185.00	.00		
BUBBERS, MARY						
1/7/21	PD - CONSENT BLOOD DRAW	01/07/2021	50.00	.00		
Total 9459:			50.00	.00		
CINTAS CORPORATION						
4069350190	CITY HALL - CLEANING	12/07/2020	30.04	.00		
4069350242	MAINTENANCE - CLEANING	12/07/2020	3.50	.00		
4069350242	MAINTENANCE - UNIFORMS	12/07/2020	14.56	.00		
4070008726	MAINTENANCE - UNIFORMS	12/14/2020	14.56	.00		
4070008726	MAINTENANCE - CLEANING	12/14/2020	3.50	.00		
4070689669	MAINTENANCE - UNIFORMS	12/21/2020	14.56	.00		
4070689669	MAINTENANCE - CLEANING	12/21/2020	3.50	.00		
4070689785	CITY HALL - CLEANING	12/21/2020	30.04	.00		
4071338994	MAINTENANCE - UNIFORMS	12/28/2020	14.56	.00		
4071338994	MAINTENANCE - CLEANING	12/28/2020	3.50	.00		
Total 9696:			132.32	.00		
CITY TREASURER'S OFFICE						
175346	WASTEWATER TO LACROSSE	12/31/2020	16,627.43	.00		
Total 1086:			16,627.43	.00		
CIVIC SYSTEMS, LLC						
CVC20083	CITY SEMI ANNUAL SFT WR FEE	01/01/2021	2,010.66	.00		
CVC20083	SEMI-ANNUAL SOFTWARE SUPPORT FEE	01/01/2021	2,010.67	.00		
CVC20083	WATER SEMI ANNUAL SFT WR FEE	01/01/2021	2,010.67	.00		
Total 295:			6,032.00	.00		
CULLIGAN WATER CONDITIONING						
285X19754401	MAINT - WATER COOLER RENTAL	01/01/2021	39.95	.00		
285X19754401	PD - WATER COOLER RENTAL	01/01/2021	39.95	.00		
285X19754401	CITY HALL - WATER COOLER RENTAL	01/01/2021	39.95	.00		
285X19782303	FD - WATER COOLER RENTAL	01/01/2021	42.70	.00		
Total 231:			162.55	.00		
DAVY LABORATORIES						
20K0251	WATER - SAMPLES	11/19/2020	150.00	.00		
20L0262	WATER - SAMPLES	12/18/2020	150.00	.00		
Total 312:			300.00	.00		
DEPT OF NATURAL RESOURCES						
1/5-11/21	WEEKLY RECREATIONAL VEH. REGIST.	01/11/2021	1,077.73	1,077.73	01/15/2021	
12/29/20-1/4/21	WEEKLY RECREATIONAL VEH. REGIST.	01/04/2021	793.65	793.65	01/08/2021	
Total 318:			1,871.38	1,871.38		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
E O JOHNSON CO.						
INV878615	OFFICE 365	01/12/2021	192.00	.00		
Total 8614:			192.00	.00		
E O JOHNSON CO INC - LEASE						
28558589	GC - COPY MACHINE/PRINTER	01/13/2021	67.00	.00		
Total 9397:			67.00	.00		
EFTPS - ELECTRONIC FEDERAL TAX						
1/8/21 P/R	FED/FICA/MEDICARE	01/13/2021	21,819.14	21,819.14	01/13/2021	
Total 1127:			21,819.14	21,819.14		
ELM USA, INC						
36645	LIB - CD/DVD CLEANING	01/13/2021	25.00	.00		
Total 9517:			25.00	.00		
ERICKSON, TERRY						
1/7/21-1/20/21	ECONOMIC DEVELOPMENT SERVICES	01/20/2021	846.40	.00		
12/14/20-12/29/2	ECONOMIC DEVELOPMENT SERVICES	12/29/2020	524.80	.00		
Total 9324:			1,371.20	.00		
FIFTH AVENUE AWARDS, INC.						
40141	FD - NAME PLATES	01/06/2021	9.50	.00		
Total 562:			9.50	.00		
FLOW-RITE PIPE & SEWER SERVICE						
10290	SEWER LINE CLEANING - ELM & MAIN & BACKWASH LIN	01/12/2021	1,600.00	.00		
Total 8507:			1,600.00	.00		
GENERAL SPRINKLER CORPORATION						
34744	ICE ARENA- SPRINKLER PIPE REPAIR	09/23/2020	1,668.78	.00		
Total 8902:			1,668.78	.00		
GILLETTE, JAY						
2020 & 2021 BO	REIMBURSE - WORK BOOT	01/13/2021	150.00	.00		
Total 324:			150.00	.00		
GOPHER STATE ONE-CALL						
0100511	SEWER - LOCATE	10/31/2020	57.37	.00		
0100511	WATER - LOCATE	10/31/2020	57.38	.00		
1000511	ANNUAL USER FEE	01/01/2021	25.00	.00		
1000511	ANNUAL USER FEE	01/01/2021	25.00	.00		
Total 620:			164.75	.00		
GUNDERSEN HEALTH SYSTEM						
01/06/2021	ANNUAL DRUG/ALCOHOL MEMBER FEE	01/06/2021	100.00	.00		
01/06/2021	MAINT - DRUG SCREENS	01/06/2021	114.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 622:			214.00	.00		
HOUSTON CNTY TREASURER						
2021 VICTIM	2021 VICTIM/WITNESS SERVICES	01/12/2021	3,500.00	.00		
Total 725:			3,500.00	.00		
2419	SOLID WASTE - QRTL LANDFILL FEES	01/08/2021	25,976.25	.00		
Total 1501:			25,976.25	.00		
2020 ELECTION	CITY OFFICES ON 2020 ELECTION BALLOT	11/30/2020	319.00	.00		
Total 2450:			319.00	.00		
INNOVATIVE OFFICE SOLUTIONS						
IN3208242	CITY - OFFICE SUPPLIES	12/22/2020	383.83	.00		
IN3208242	FD - CLEANING	12/22/2020	4.13	.00		
IN3208242	PD - OFFICE	12/22/2020	345.96	.00		
IN3212691	CITY - OFFICE SUPPLIES	12/29/2020	44.65	.00		
IN3212691	DMV - OFFICE	12/29/2020	4.76	.00		
IN3212691	B&Z - OFFICE	12/29/2020	39.94	.00		
IN3216033	CITY - OFFICE SUPPLIES	01/04/2021	14.59	.00		
IN3216033	B&Z - OFFICE	01/04/2021	8.84	.00		
Total 9471:			846.70	.00		
J.P. COOKE COMPANY						
657097	DMV - STAMPERS	01/13/2021	115.34	.00		
657097	B&Z - AMOUNT PAID STAMPER	01/13/2021	35.01	.00		
Total 925:			150.35	.00		
KURITA AMERICA INC.						
INV572833	WATER TREATMENT PLANT - FILTER INSPECTION & TRAI	01/06/2021	1,890.00	.00		
Total 9934:			1,890.00	.00		
LA CRESCENT ANIMAL RESCUE						
2020 REMAININ	2020 REMAINING INTAKE FUNDS - COUNCIL APPROVED	12/16/2020	1,600.00	.00		
Total 8575:			1,600.00	.00		
LA CRESCENT AREA EVENT CENTER, INC.						
12/20 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	01/19/2021	433.29	.00		
Total 9810:			433.29	.00		
LA CRESCENT AUTO REPAIR, INC						
19653	PD - P-20 MAINTENANCE	01/08/2021	33.76	.00		
19662	PD - P-16 DIAGNOSTIC TESTING ON THE ENGINE	01/14/2021	327.63	.00		
Total 8168:			361.39	.00		
LA CRESCENT CHAMBER OF COMMERC						
12/20 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	01/19/2021	433.29	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1142:			433.29	.00		
LA CRESCENT ROCK PRODUCTS INC						
20-639	DRAINAGE ROCK FOR 9 BLUE TEE PROJECT	12/31/2020	763.18	.00		
20-651	STREET REPAIR - WATERMAIN BREAK ELM & N 1ST	12/31/2020	376.95	.00		
Total 1121:			1,140.13	.00		
LA CROSSE AREA CONVENTION AND						
12/20 LODGING	LODGING TAX - MARKETING & PROMO AGREEMENT	01/19/2021	1,355.44	.00		
Total 9824:			1,355.44	.00		
LAXPRINT.COM						
60615	FD - ID BADGES FOR DOOR ACCESS	01/07/2021	110.00	.00		
Total 9554:			110.00	.00		
LEAGUE OF MINNESOTA CITIES						
334847	T. EBNER - 2021 ELECTED LEADERS INSTITUTE	01/16/2021	95.00	95.00	01/19/2021	
Total 1117:			95.00	95.00		
LEMKE, ROY						
2021 BOOT	2021 SAFETY BOOT REIMBURSEMENT	01/15/2021	75.00	.00		
Total 1109:			75.00	.00		
MAHONEY, SHAWN						
11/10/20 REIMB	REIMBURSE - FOOD FOR CREW	11/10/2020	41.94	.00		
Total 8765:			41.94	.00		
MIENERGY COOPERATIVE						
12/20 STMT	ELECT UTILITIES-CRESC.HGTS.& WILDWOOD SEC LIGH	12/31/2020	248.28	248.28	01/21/2021	
12/20 STMT	ELECT UTILITIES-GC POP MACH.	12/31/2020	46.94	46.94	01/21/2021	
12/20 STMT	ELECT UTILITIES-GC CLUBHOUSE	12/31/2020	227.45	227.45	01/21/2021	
12/20 STMT	ELECT UTILITIES-GC IRRIGATION & PARKING LOTS LIGH	12/31/2020	176.35	176.35	01/21/2021	
12/20 STMT	ELECT UTILITIES - HORSETRACK MEADOWS LIFT STATI	12/31/2020	80.16	80.16	01/21/2021	
Total 2012:			779.18	779.18		
MINNESOTA CHILD SUPPORT PAYMENT CENTER						
1/8/21 15639670	MN CHILD SUPPORT	01/12/2021	602.21	602.21	01/12/2021	
Total 9597:			602.21	602.21		
MINNESOTA DEPARTMENT OF HEALTH						
2021 J GILLET	J GILLETTE - CLASS C CERT RENEWAL	01/20/2021	23.00	.00		
Total 1396:			23.00	.00		
MINNESOTA DEPT OF REVENUE						
1/8/21 P/R	MN STATE WHT	01/14/2021	3,482.00	3,482.00	01/14/2021	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 227:			3,482.00	3,482.00		
MINNESOTA ENERGY RESOURCES INC						
12/20 STMT	CITY HALL - GAS UTILITIES	12/31/2020	318.49	318.49	01/21/2021	
12/20 STMT	LIBRARY - GAS UTILITIES	12/31/2020	138.02	138.02	01/21/2021	
12/20 STMT	MAINT BLDG-GAS UTILITIES	12/31/2020	719.17	719.17	01/21/2021	
12/20 STMT	ABNET FIELD BLDG-GAS UTILITIES	12/31/2020	165.82	165.82	01/21/2021	
12/20 STMT	GAS PUMP (405 ORCHARDVIEW)	12/31/2020	74.30	74.30	01/21/2021	
12/20 STMT	GAS PUMP(193 MCINTOSH)	12/31/2020	72.32	72.32	01/21/2021	
12/20 STMT	CONTROL BLDG - GAS UTILITIES	12/31/2020	105.68	105.68	01/21/2021	
12/20 STMT	POOL - GAS UTILITIES	12/31/2020	48.09	48.09	01/21/2021	
12/20 STMT	COMM BLDG - GAS UTILITIES	12/31/2020	537.39	537.39	01/21/2021	
12/20 STMT	ARENA - GAS UTILITIES	12/31/2020	279.10	279.10	01/21/2021	
12/20 STMT	ANIMAL SHELTER - GAS UTILITIES	12/31/2020	129.62	129.62	01/21/2021	
Total 8171:			2,588.00	2,588.00		
MINNESOTA STATE RETIREMENT SYS						
1/8/21 P/R	DEFERRED COMP. DEDUCTIONS/CONTRIBUTIONS	01/14/2021	5,943.26	5,943.26	01/14/2021	
Total 1285:			5,943.26	5,943.26		
MN DEPT OF TRANSPORTATION						
1364	BLUE LAKE & EAGLE BLUFF SIGNS	01/17/2021	2,242.75	.00		
Total 1364:			2,242.75	.00		
MN DNR ECO/WTR RESOURCES						
2021 GOLF COU	GC - WTER USE PERMIT	01/19/2021	340.97	.00		
Total 322:			340.97	.00		
NORTHLAND SECURITIES INC						
6408	ANNUAL DISCL REPORT - 2016A	12/31/2020	277.76	.00		
6408	ANNUAL DISCL REPORT - 2018A	12/31/2020	277.78	.00		
6408	ANNUAL DISCL REPORT - 2020A	12/31/2020	266.67	.00		
6408	ANNUAL DISCL REPORT - SEWER	12/31/2020	602.78	.00		
6408	ANNUAL DISCL REPORT - 2016A	12/31/2020	152.78	.00		
6408	COUNTY AUDITORS CERT FEE 2020A BOND ISSUE	12/31/2020	275.00	.00		
6408	ANNUAL DISCL REPORT - 2019A	12/31/2020	277.78	.00		
6408	ANNUAL DISCL REPORT - 2020A	12/31/2020	11.11	.00		
6408	ANNUAL DISCL REPORT - 2016A	12/31/2020	97.22	.00		
6408	ANNUAL DISCL REPORT - 2015A	12/31/2020	94.45	.00		
6408	ANNUAL DISCL REPORT - WATER	12/31/2020	411.11	.00		
6408	ANNUAL DISCL REPORT - 2019B	12/31/2020	30.56	.00		
Total 8272:			2,775.00	.00		
P & T ELECTRIC INC						
19796	PROVIDE & INSTALL XLERATOR HAND DRYERS	11/23/2020	1,929.89	.00		
19796	PROVIDE & INSTALL XLERATOR HAND DRYERS	11/23/2020	1,929.89	.00		
19796	PROVIDE & INSTALL XLERATOR HAND DRYERS	11/23/2020	1,929.89	.00		
19796	PROVIDE & INSTALL XLERATOR HAND DRYERS	11/23/2020	964.94	.00		
19796	PROVIDE & INSTALL XLERATOR HAND DRYERS	11/23/2020	964.94	.00		
19796	PROVIDE & INSTALL XLERATOR HAND DRYERS	11/23/2020	3,859.77	.00		
19796	PROVIDE & INSTALL XLERATOR HAND DRYERS	11/23/2020	4,824.72	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1643:			16,404.04	.00		
PROULX, ASHLEY						
1/9/21	PROF. SERV - PD BLOOD DRAW	01/09/2021	40.00	.00		
Total 9817:			40.00	.00		
PUBLIC EMPLOYEES RETIREMENT AS						
1/8/21 CORD & P	RETIREMENT DEDUCTIONS/CONTRIB.-CORD & PF	01/12/2021	13,549.92	13,549.92	01/12/2021	
12/20 DCP	RETIREMENT DEDUCTIONS/CONTRIB.-DCP	01/12/2021	170.00	170.00	01/12/2021	
Total 1612:			13,719.92	13,719.92		
PUMP 4 LESS						
11/20 CITY	PUBLIC WORKS - MOTOR FUEL	11/30/2020	23.31	.00		
11/20 CITY	PARKS DEPT-MOTOR FUEL	11/30/2020	10.16	.00		
11/20 POLICE	POLICE DEPT - MOTOR FUEL	11/30/2020	159.04	.00		
12/20 POLICE	POLICE DEPT - MOTOR FUEL	12/31/2020	239.23	.00		
Total 8604:			431.74	.00		
QUADIENT FINANCE USA, INC						
12/20 STMT #2	Postage Meter Postage - Clerk	12/23/2020	60.60	60.60	01/20/2021	
12/20 STMT #2	Postage Meter Postage - Police	12/23/2020	28.28	28.28	01/20/2021	
12/20 STMT #2	Postage Meter Postage - B&Z	12/23/2020	28.28	28.28	01/20/2021	
12/20 STMT #2	Postage Meter Postage - PubWor	12/23/2020	20.20	20.20	01/20/2021	
12/20 STMT #2	Postage Meter Postage- Library	12/23/2020	12.12	12.12	01/20/2021	
12/20 STMT #2	Postage Meter Postage - Water	12/23/2020	84.84	84.84	01/20/2021	
12/20 STMT #2	Postage Meter Postage - Fire	12/23/2020	16.16	16.16	01/20/2021	
12/20 STMT #2	Postage Meter Postage - Sewer	12/23/2020	84.84	84.84	01/20/2021	
12/20 STMT #2	Postage Meter Postage- Lic Bur	12/23/2020	40.40	40.40	01/20/2021	
12/20 STMT #2	Postage Meter Postage - Golf	12/23/2020	12.12	12.12	01/20/2021	
12/20 STMT #2	Postage Meter Postage - Arena	12/23/2020	4.04	4.04	01/20/2021	
12/20 STMT #2	Postage Meter Postage - Animal	12/23/2020	4.04	4.04	01/20/2021	
12/20 STMT #2	Postage Meter Postage - Pool	12/23/2020	8.08	8.08	01/20/2021	
Total 9799:			404.00	404.00		
QUILLINS LA CRESCENT						
12/20 CITY	CITY - CLEANING	12/31/2020	6.78	.00		
Total 1707:			6.78	.00		
SAFARILAND, LLC						
I20-165278	PD - RESERVE PEPPER SPRAY	12/29/2020	279.76	.00		
Total 9935:			279.76	.00		
SIGNAL SYSTEMS INC						
33950	FD - KEY CARDS	01/04/2021	77.00	.00		
Total 9466:			77.00	.00		
SOUTHEAST LIBRARIES COOP						
048497	LIB - SELCO AUTOMATION FEE	01/06/2021	1,286.01	.00		
048551	LIB - PC MANAGEMENT	01/08/2021	240.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1962:			1,526.01	.00		
TARRENCE, JOSHUA L						
21	PD - REMOVE EQUIPMENT FROM P-16 - OUT OF SERVIC	01/19/2021	260.00	.00		
Total 9506:			260.00	.00		
THORSON GRAPHICS LLC						
7588	CITY - FLAGS	12/31/2020	308.57	.00		
Total 8998:			308.57	.00		
TORKELSON MOTORS						
98663	PD - 2020 DODGE DURANGO KEYS	11/05/2020	43.45	.00		
Total 9904:			43.45	.00		
UNITED STATES POSTMASTER						
1/21 PAST DUE	PAST DUE WATER/SEWER - WATER	01/21/2021	15.40	15.40	01/21/2021	
1/21 PAST DUE	PAST DUE WATER/SEWER - SEWER	01/21/2021	15.40	15.40	01/21/2021	
Total 2102:			30.80	30.80		
WHKS & CO.						
42476	WAGON WHEEL [PH 3 BRIDGE	12/25/2020	23,352.06	.00		
42486	HORSETRACK MEADOWS CONST PH 1	12/25/2020	5,713.39	.00		
42488	GRAFF ADDITION REVIEW	12/25/2020	144.00	.00		
42488	SHORE ACRES GRINDER PUMP	12/25/2020	1,368.00	.00		
42488	MILEAGE	12/25/2020	161.00	.00		
42488	WATER SUPPLY PLAN	12/25/2020	252.00	.00		
42488	BASE MAP REVISIONS	12/25/2020	826.00	.00		
42488	MS4 AUDIT ASSISTANCE	12/25/2020	1,224.00	.00		
42519	HILL & MAIN RECONSTRUCTION	12/25/2020	378.56	.00		
42547	UTIL EXT HORSETRACK	12/25/2020	108.16	.00		
42601	WALNUT ST PRELIM ENG	01/01/2021	497.25	.00		
Total 8290:			34,024.42	.00		
XCEL ENERGY						
12/20 STMT	TENNIS COURT LIGHTS	12/31/2020	4.73	4.73	01/21/2021	
12/20 STMT	SHORE ACRES GRINDER PUMPS	12/31/2020	243.77	243.77	01/21/2021	
12/20 STMT	LIFT STATION MIDNIGHT	12/31/2020	7.96	7.96	01/21/2021	
12/20 STMT	WWTP	12/31/2020	806.58	806.58	01/21/2021	
12/20 STMT	RESERVIOR CRESCENT HILLS	12/31/2020	13.76	13.76	01/21/2021	
12/20 STMT	BOOSTER STATION MCINTOSH	12/31/2020	28.80	28.80	01/21/2021	
12/20 STMT	LIFT STATION MIDNIGHT	12/31/2020	97.67	97.67	01/21/2021	
12/20 STMT	LIBRARY	12/31/2020	16.05-	16.05-	01/21/2021	
12/20 STMT	CITY HALL	12/31/2020	382.56	382.56	01/21/2021	
12/20 STMT	ARENA	12/31/2020	1,139.05	1,139.05	01/21/2021	
12/20 STMT	STREET LIGHT PO BOX 142	12/31/2020	5,451.83	5,451.83	01/21/2021	
12/20 STMT	GARAGE	12/31/2020	29.82	29.82	01/21/2021	
12/20 STMT	SIGN LITE 525 S CHESTNUT	12/31/2020	12.76	12.76	01/21/2021	
12/20 STMT	FLAG LITE 226 MAIN	12/31/2020	17.16	17.16	01/21/2021	
12/20 STMT	FLAG LITE 202 MAIN	12/31/2020	37.17	37.17	01/21/2021	
12/20 STMT	BOOSTER STATION ORCHARDVIEW	12/31/2020	153.51	153.51	01/21/2021	
12/20 STMT	ANIMAL SHELTER	12/31/2020	15.79	15.79	01/21/2021	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
12/20 STMT	RADIUM PLANT	12/31/2020	2,508.00	2,508.00	01/21/2021	
12/20 STMT	WELL 3	12/31/2020	1,639.50	1,639.50	01/21/2021	
12/20 STMT	POOL	12/31/2020	121.74	121.74	01/21/2021	
12/20 STMT	LIFT STATION MCINTOSH	12/31/2020	3.70	3.70	01/21/2021	
Total 1410:			12,699.81	12,699.81		
Grand Totals:			234,464.06	64,649.48		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

#1.3

CITY OF LA CRESCENT
CASH BALANCES
NOVEMBER 30, 2020

FUND	AUDITED 12/31/2019 BALANCE	UNAUDITED 11/30/2020 BALANCE
GENERAL (101)		
Unreserved	1,289,627.11	653,488.03
TOTAL GENERAL FUND	<u>1,289,627.11</u>	<u>653,488.03</u>
REVOLVING LOAN FUND (204)		
SCDP Grant Funds Returned	27,694.93	21,732.93
TOTAL REVOLVING LOAN FUND	<u>27,694.93</u>	<u>21,732.93</u>
LIBRARY (211)		
Unreserved	-58,073.51	-102,907.18
TOTAL LIBRARY	<u>-58,073.51</u>	<u>-102,907.18</u>
FIRE DEPARTMENT (213)		
Unreserved	572,534.08	299,690.58
	<u>572,534.08</u>	<u>299,690.58</u>
TAX INCREMENT FINANCE DISTRICTS		
Tax Increment 2-1 Duckett (252)	22,821.29	18,040.29
Tax Increment 5-1 Heth's (257)	1,190.58	-3,336.60
Tax Increment 4-2 Gundersen (258)	92,897.21	95,102.12
Tax Increment 6-1 Schumacher Kish (259)	4,291.38	11,430.14
Tax Increment 1-8 Event Ctr/Hotel (260)	1,872.29	1,131.39
	<u>123,072.75</u>	<u>122,367.34</u>
DEBT SERVICE		
Bonds Paid Up (300)	19,198.82	19,384.57
2009A G.O. Refunding Bonds (322)	177,062.92	150,768.90
2011A G.O. Imp. Bonds (324)	33,647.01	-3,997.76
2011B G.O. Rec. Facilities (325)	258,800.61	180,466.82
2013A G.O. Equipment Certificates (326)	120,529.11	88,865.34
2016A G.O. Refunding Bonds (327)	87,959.45	45,270.30
2017A G.O. Equipment Certificates (328)	107,346.27	60,312.48
2018A G.O. Imp. Bonds (329)	118,036.67	63,760.32
2019A G.O. Equipment Certificates (330)	14,021.70	19,633.42
2019B G.O. Imp. Bonds (331)	12,035.83	5,446.34
2020A G.O. Imp. Bonds-HTM (332)	0.00	373,148.48
2020A G.O. Imp. Bonds-Arena (333)	0.00	2,306.45
TOTAL DEBT SERVICE	<u>948,638.39</u>	<u>1,005,365.66</u>
CAPITAL PROJECTS		
2017A Equipment Certificate (446)	262,945.49	190,063.03
2018A Veterans Park & Street Project (447)	31,362.05	0.00
2019A Fire Truck & TIF Bonds (448)	313,246.15	0.00
2019B G.O. Improvement Projects (449)	349,970.08	43,250.62
2020A G.O. Improvement Projects (450)	-53,384.14	1,252,632.08
TOTAL CAPITAL PROJECTS	<u>904,139.63</u>	<u>1,485,945.73</u>

CITY OF LA CRESCENT
CASH BALANCES
NOVEMBER 30, 2020

FUND	AUDITED 12/31/2019 BALANCE	UNAUDITED 11/30/2020 BALANCE
WATER FUND (601)		
Unreserved	1,593,368.50	-12,034.89
2008A Water Revenue Bonds	41,488.33	0.00
2012B Water Revenue Bonds	187,385.42	0.00
2016A Water Revenue Bonds	22,791.67	0.00
TOTAL WATER FUND	1,845,033.92	-12,034.89
SEWER FUND (602)		
Unreserved	775,509.08	-241,792.52
2008A Sewer Revenue Bonds	75,002.29	0.00
2012B Sewer Revenue Bonds	98,846.87	0.00
2016A Sewer Revenue Bonds	9,250.00	0.00
Designated Funds for Plant Replacement	260,630.63	262,459.30
TOTAL SEWER FUND	1,219,238.87	20,666.78
SOLID WASTE (603)		
Unreserved	14,324.69	16,897.48
TOTAL SOLID WASTE	14,324.69	16,897.48
LICENSE BUREAU (604)		
Unreserved	389,277.04	338,775.79
TOTAL LICENSE BUREAU	389,277.04	338,775.79
PINE CREEK GOLF COURSE (613)		
Unreserved	-110,932.18	-66,781.56
TOTAL GOLF COURSE	-110,932.18	-66,781.56
ICE ARENA (615)		
Unreserved	-211,992.62	-229,502.51
	-211,992.62	-229,502.51
TOTAL FUNDS	\$6,952,583.10	\$3,553,704.18

CITY OF LA CRESCENT
CASH & INVESTMENT ANALYSIS
NOVEMBER 30, 2020

PETTY CASH & CASH DRAWERS	1,500.00
NOW CHECKING (5000047)/SWEEP ACCT	1,881,019.12
PSN DEPOSITORY ACCT (40031122)	5,042.08
PINE CREEK GOLF COURSE (9191115)	6,740.58
ICD SECURITIES, INC. MM (33682956)	1,867.69
HOME FEDERAL SAVINGS ACCT (4000061304)	153,187.80
MULTI-BANK SECURITIES, INC. - MM	0.00
MULTI-BANK SECURITIES, INC. - GOVT SEC.	0.00
MULTI-BANK SECURITIES, INC. - CD'S	1,038,000.00
ICD SECURITIES, INC. CD'S	362,000.00
HOME FEDERAL SAVINGS - CD	104,346.91
	<u>\$3,553,704.18</u>

<u>TOTAL INVESTMENTS-THIS YEAR</u>	
MONEY MARKET, TREAS INDEX & CASH ACCTS	2,049,357.27
CD'S	1,504,346.91
GOVERNMENT SECURITIES	0.00
	<u>3,553,704.18</u>
RATES ON INVESTMENTS	0.10% - 2.65%

<u>TOTAL INVESTMENTS-LAST YEAR</u>	
MONEY MARKET, TREAS INDEX & CASH ACCTS	582,615.28
CD'S	1,795,000.00
GOVERNMENT SECURITIES	98,048.00
	<u>2,475,663.28</u>
RATES ON INVESTMENTS	1.75% - 2.65%

#1.4

CITY OF LACRESCENT

Trial Balance
GL Period: 11/20
LIBRARY FUND

Page: 1
Jan 14, 2021 07:45AM

Report Criteria:

Actual Amounts
All Accounts
Include FUNDS: 211
Page and Total by FUND
All Segments Tested for Total Breaks

Account Number	Title	Debit Amount	Credit Amount
211-10000	CASH & INVESTMENTS		102,907.18-
211-10200	PETTY CASH-LIBRARY	.00	
211-10450	INTEREST RECEIVABLE	.00	
211-10700	TAXES RECEIVABLE DELINQUENT	828.04	
211-11550	ACCTS RECEIVABLE - OTHER	.00	
211-13203	DUE FROM COUNTY	.00	
211-15500	PREPAID INSURANCE	1,937.91	
211-20200	ACCOUNTS PAYABLE		1,523.87-
211-21500	ACCRUED INTEREST PAYABLE	.00	
211-21600	ACCRUED WAGES/SAL PAYABLE	.00	
211-22810	SALES TAX PAYABLE-LIBRARY	.00	
211-25300	FUND BALANCE	55,224.93	
211-31013	LIBRARY TAX REVENUE		87,024.04-
211-31014	HOUSTON COUNTY LIBRARY LE		43,457.24-
211-31051	EXCESS TIF REVENUE REFUND	.00	
211-33402	MARKET VALUE HOMESTEAD CREDIT	.00	
211-33620	WINONA COUNTY FUNDING		1,727.17-
211-34761	SELCO LIBRARY GRANT	.00	
211-34762	COPY MACHINE REVENUE		564.96-
211-34763	COMPUTER PRINTER REVENUE		302.83-
211-35103	FINES		799.52-
211-36200	MISCELLANEOUS INCOME	.00	
211-36210	INTEREST ON INVESTMENTS	.00	
211-36230	CONTRIBUTIONS		12,541.00-
211-36232	SUMMER SPONSORS	.00	
211-36233	CONTRIBUTION-LA CRESC. TOWNSHIP	.00	
211-36236	COMPUTER FUND REVENUE		1,665.00-
211-36238	GRANT/SCHOLARSHIP FUNDING	.00	
211-36241	INSURANCE REIMBURSEMENT	.00	
211-36243	ACE CAPITAL CREDITS		109.33-
211-39200	FRIENDS OF THE LIBRARY	.00	
211-39201	TRANSFER FROM GEN. FUND	.00	
211-45500-101	WAGES - FULL-TIME	86,831.05	
211-45500-102	OVERTIME PAY	.00	
211-45500-103	WAGES - PART-TIME	26,404.37	
211-45500-111	SEVERANCE PAY	3,322.52	
211-45500-121	EMPLOYER FICA EXPENSE	8,964.69	
211-45500-122	PERA CONTRIBUTIONS	7,889.35	
211-45500-131	EMPLOYER PAID HEALTH INS	13,039.48	
211-45500-152	WORKERS COMP BENEFITS	.00	
211-45500-200	LIBRARY OFFICE SUPPLIES	1,179.38	
211-45500-202	COPY MACHINE SUPPLIES	.00	
211-45500-203	COMPUTER PRINTER SUPPLIES	30.76	
211-45500-211	CLEANING & SANITARY SUPPLIES	270.64	
211-45500-220	SUMMER PROGRAM SUPPLIES	1,823.75	
211-45500-221	WINTER READING PROG EXPENSES	.00	
211-45500-310	OTHER CONTRACTED SERVICES	3,315.60	
211-45500-321	TELEPHONE-LIBRARY	1,583.99	
211-45500-322	POSTAGE-LIBRARY	106.75	

Account Number	Title	Debit Amount	Credit Amount
211-45500-331	TRAVEL EXPENSES	41.11	
211-45500-350	PRINTING AND PUBLISHING	.00	
211-45500-360	INSURANCE	4,401.86	
211-45500-381	UTILITIES-ELECTRIC	1,979.68	
211-45500-382	UTILITIES-WATER/SEWER	253.43	
211-45500-383	UTILITIES-GAS	574.84	
211-45500-384	REFUSE DISPOSAL	110.00	
211-45500-401	REPAIR/MAINT-BUILDINGS	48.35	
211-45500-404	REPAIR/MAINT-EQUIPMENT	.00	
211-45500-406	REPAIR/MAINT-COMPUTERS	5,799.35	
211-45500-414	LIMITED ACCESS LINE	14,805.86	
211-45500-415	RENTALS-OTHER EQUIPMENT	1,344.14	
211-45500-430	MISCELLANEOUS	.00	
211-45500-432	UNCOLLECTIBLE ACCOUNTS	.00	
211-45500-433	DUES & MEMBERSHIPS	287.45	
211-45500-434	LEGACY GRANT EXPENDITURES	.00	
211-45500-504	BOOKS - GRANT FUNDED	1,030.89	
211-45500-505	BOOKS,PERIODICALS,VIDEOS ETC	6,231.42	
211-45500-506	PROCESSING MATERIALS	630.22	
211-45500-520	C.O.-BUILDINGS-LIBRARY	.00	
211-45500-570	OFFICE EQUIP. & FURNISHINGS	1,992.00	
211-45500-575	C.O.-COMPUTER EQUIPMENT	.00	
211-45500-580	C.O. OTHER EQUIPMENT	.00	
211-45500-610	INTEREST EXPENSE	338.33	
Total LIBRARY FUND:		252,622.14	252,622.14-
Net Loss:			46,440.17
Grand Totals:		252,622.14	252,622.14-
Net Loss:			46,440.17

Report Criteria:

Actual Amounts
All Accounts
Include FUNDS: 211
Page and Total by FUND
All Segments Tested for Total Breaks

		2018	2019	01/20-11/20	2020	2020
Account Number	Account Title	Pri Year 2 Actual	Pri Year Actual	Cur YTD Actual	Cur Year Budget	Cur Year Unexpended
LIBRARY FUND						
TAXES						
211-31013	LIBRARY TAX REVENUE	147,357	154,846	87,024	164,301	77,277
211-31014	HOUSTON COUNTY LIBRARY LE	45,887	46,642	43,457	43,457	.00
211-31051	EXCESS TIF REVENUE REFUND	.00	.00	.00	.00	.00
Total TAXES:		193,245	201,488	130,481	207,758	77,277
INTERGOVERNMENTAL AID						
211-33402	MARKET VALUE HOMESTEAD CREDIT	.00	.00	.00	.00	.00
211-33620	WINONA COUNTY FUNDING	2,962	3,022	1,727	3,022	1,295
Total INTERGOVERNMENTAL AID:		2,962	3,022	1,727	3,022	1,295
PUBLIC CHARGES FOR SERVICE						
211-34761	SELCO LIBRARY GRANT	.00	.00	.00	.00	.00
211-34762	COPY MACHINE REVENUE	488	855	565	500	65-
211-34763	COMPUTER PRINTER REVENUE	497	730	303	500	197
Total PUBLIC CHARGES FOR SERVICE:		984	1,585	868	1,000	132
FINES & FORFEITURES						
211-35103	FINES	2,360	2,105	800	2,000	1,200
Total FINES & FORFEITURES:		2,360	2,105	800	2,000	1,200
SPECIAL ASSESSMENTS						
211-36200	MISCELLANEOUS INCOME	.00	.00	.00	.00	.00
211-36210	INTEREST ON INVESTMENTS	.00	56	.00	.00	.00
211-36230	CONTRIBUTIONS	14,007	18,204	12,541	12,000	541-
211-36232	SUMMER SPONSORS	1,750	1,724	.00	1,500	1,500
211-36233	CONTRIBUTION-LA CRESC. TWNShP	3,000	3,000	.00	3,000	3,000
211-36236	COMPUTER FUND REVENUE	.00	2,000	1,665	.00	1,665-
211-36238	GRANT/SCHOLARSHIP FUNDING	.00	275	.00	.00	.00
211-36241	INSURANCE REIMBURSEMENT	.00	.00	.00	.00	.00
211-36243	ACE CAPITAL CREDITS	136	104	109	.00	109-
Total SPECIAL ASSESSMENTS:		18,894	25,364	14,315	16,500	2,185
OTHER FINANCING SOURCES						
211-39200	FRIENDS OF THE LIBRARY	.00	.00	.00	2,073	2,073
211-39201	TRANSFER FROM GEN. FUND	.00	.00	.00	.00	.00
Total OTHER FINANCING SOURCES:		.00	.00	.00	2,073	2,073
LIBRARY EXPENSES						
211-45500-101	WAGES - FULL-TIME	93,780	92,747	86,831	89,252	2,421
Budget notes:						
Library Director & Library Assistant						
211-45500-102	OVERTIME PAY	12	.00	.00	.00	.00
211-45500-103	WAGES - PART-TIME	25,097	32,730	26,404	29,089	2,685
211-45500-111	SEVERANCE PAY	.00	16,731	3,323	.00	3,323-
211-45500-121	EMPLOYER FICA EXPENSE	8,651	10,392	8,965	9,053	88
Budget notes:						
7.65%						

Account Number	Account Title	2018 Pri Year 2 Actual	2019 Pri Year Actual	01/20-11/20 Cur YTD Actual	2020 Cur Year Budget	2020 Cur Year Unexpended
211-45500-122	PERA CONTRIBUTIONS	8,552	8,959	7,889	8,876	987
Budget notes: 7.5%						
211-45500-131	EMPLOYER PAID HEALTH INS	36,984	29,789	13,039	40,824	27,785
211-45500-152	WORKERS COMP BENEFITS	.00	.00	.00	.00	.00
211-45500-200	LIBRARY OFFICE SUPPLIES	2,106	2,431	1,179	1,949	770
211-45500-202	COPY MACHINE SUPPLIES	.00	.00	.00	.00	.00
211-45500-203	COMPUTER PRINTER SUPPLIES	782	732	31	700	669
211-45500-211	CLEANING & SANITARY SUPPLIES	347	137	271	300	29
211-45500-220	SUMMER PROGRAM SUPPLIES	2,228	1,708	1,824	2,680	856
211-45500-221	WINTER READING PROG EXPENSES	.00	.00	.00	.00	.00
211-45500-310	OTHER CONTRACTED SERVICES	3,518	3,652	3,316	4,500	1,184
211-45500-321	TELEPHONE-LIBRARY	1,601	1,626	1,584	1,600	16
211-45500-322	POSTAGE-LIBRARY	310	136	107	300	193
211-45500-331	TRAVEL EXPENSES	3,076	1,428	41	500	459
211-45500-350	PRINTING AND PUBLISHING	648	200	.00	300	300
211-45500-360	INSURANCE	4,003	4,257	4,402	4,150	252-
211-45500-381	UTILITIES-ELECTRIC	3,482	2,193	1,980	3,300	1,320
211-45500-382	UTILITIES-WATER/SEWER	383	392	253	400	147
211-45500-383	UTILITIES-GAS	999	1,010	575	900	325
211-45500-384	REFUSE DISPOSAL	120	120	110	120	10
211-45500-401	REPAIR/MAINT-BUILDINGS	16	173	48	400	352
211-45500-404	REPAIR/MAINT-EQUIPMENT	.00	1	.00	.00	.00
211-45500-406	REPAIR/MAINT-COMPUTERS	4,047	4,145	5,799	4,145	1,654-
211-45500-414	LIMITED ACCESS LINE	14,022	17,207	14,806	17,338	2,532
211-45500-415	RENTALS-OTHER EQUIPMENT	72	72	1,344	120	1,224-
Budget notes: Water Cooler						
211-45500-430	MISCELLANEOUS	.00	.00	.00	.00	.00
211-45500-432	UNCOLLECTIBLE ACCOUNTS	.00	.00	.00	.00	.00
211-45500-433	DUES & MEMBERSHIPS	218	282	287	195	92-
211-45500-434	LEGACY GRANT EXPENDITURES	44	.00	.00	.00	.00
211-45500-504	BOOKS - GRANT FUNDED	.00	.00	1,031	.00	1,031-
211-45500-505	BOOKS,PERIODICALS,VIDEOS ETC	14,917	10,841	6,231	4,613	1,618-
211-45500-506	PROCESSING MATERIALS	1,798	1,239	630	1,000	370
211-45500-520	C.O.-BUILDINGS-LIBRARY	.00	.00	.00	.00	.00
211-45500-570	OFFICE EQUIP. & FURNISHINGS	.00	2,675	1,992	.00	1,992-
211-45500-575	C.O.-COMPUTER EQUIPMENT	.00	.00	.00	.00	.00
211-45500-580	C.O. OTHER EQUIPMENT	.00	.00	.00	.00	.00
211-45500-610	INTEREST EXPENSE	604	1,297	338	749	411
Total LIBRARY EXPENSES:		232,417	249,301	194,631	227,353	32,722
LIBRARY FUND Revenue Total:		218,445	233,563	148,191	232,353	84,162
LIBRARY FUND Expenditure Total:		232,417	249,301	194,631	227,353	32,722
Net Total LIBRARY FUND:		13,972-	15,738-	46,440-	5,000	51,440
Net Grand Totals:		13,972-	15,738-	46,440-	5,000	51,440

5:30 Public Hearing



WIESER LAW OFFICE, P.C.

ATTORNEYS AT LAW
WIESER PROFESSIONAL BUILDING
33 SOUTH WALNUT - SUITE 200
LA CRESCENT, MN 55947

KELLY M. IVERSON
AL "SKIP" WIESER, III

PHONE: (507) 895-8200
FAX: (507) 895-8458

AL WIESER, JR.
Emeritus

TO: Honorable Mayor and City Council Members
CC: Bill Waller, City Administrator
FROM: Skip Wieser, City Attorney
DATE: January 13, 2021
RE: 1703 County 6, La Crescent - Annexation

At 5:30 p.m. the City Council will hold a public hearing regarding annexation of 1703 County 6. This annexation was initiated by the property owner. Enclosed for Council review and consideration is a copy of the property owner petition, accompanying map and proposed Ordinance. At the conclusion of the public hearing, the Council will consider adoption of the enclosed Ordinance annexing said parcel. The ordinance provides reimbursement for property taxes for two (2) years to the Township of La Crescent.

Potential findings for the Council to consider in support of this Ordinance are as follows:

1. The property owner signed a Petition requesting that the property be annexed to the City of La Crescent;
2. The property is not presently served by public sewer facilities and public sewer facilities are not otherwise available;
3. The property is currently residential;
4. Minnesota Statutes § 414.033 Subd. 13 is not applicable as there will be no change in the electric utility service provider; and
5. More than 30 days written notice was provided to La Crescent Township and to contiguous landowners by certified mail.

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE
ANNEXATION OF CERTAIN LAND TO THE CITY OF LA CRESCENT, MINNESOTA
PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 2(3)

TO: Council of the City of La Crescent, Minnesota

PETITIONER(S) STATE: All of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 2(3).

It is hereby requested by:

- ☐ the sole property owner; or
☒ all of the property owners (If the land is owned by both husband and wife, both must sign the petition to represent all owners.)

of the area proposed for annexation to annex certain property described herein lying in the Township of La Crescent to the City of La Crescent, County of Houston, Minnesota.

The area proposed for annexation is described as follows:

THAT PART OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 104, RANGE 4, HOUSTON COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER OF SAID SECTION 9, AS MONUMENTED BY A HOUSTON COUNTY MONUMENT; THENCE SOUTH 89 DEGREES 52 MINUTES 36 SECONDS WEST, ALONG THE SOUTH LINE OF SAID SOUTHEAST QUARTER OF THE NORTHWEST QUARTER, 577.32 FEET; THENCE SOUTH 26 DEGREES 27 MINUTES 28 SECONDS WEST, 223.48 FEET; THENCE NORTH 55 DEGREES 31 MINUTES 17 SECONDS WEST, 468.04 FEET TO A ONE-HALF INCH IRON PIPE MONUMENT; THENCE NORTH 56 DEGREES 53 MINUTES 13 SECONDS WEST, 133.28 FEET TO A ONE-HALF INCH IRON PIPE MONUMENT AND THE POINT OF BEGINNING OF THE LAND TO BE DESCRIBED; THENCE CONTINUE NORTH 56 DEGREES 53 MINUTES 13 SECONDS WEST, 96.97 FEET; THENCE NORTH 34 DEGREES 00 MINUTES 51 SECONDS EAST, 190.97 FEET TO A ONE-HALF INCH IRON PIPE MONUMENT; THENCE CONTINUE NORTH 34 DEGREES 00 MINUTES 51 SECONDS EAST, 182.75 FEET TO THE CENTER LINE OF HOUSTON COUNTY HIGHWAY NO. 6; THENCE SOUTH 59 DEGREES 42 MINUTES 30 SECONDS EAST, ALONG SAID COUNTY HIGHWAY CENTER LINE, 102.38 FEET TO THE INTERSECTION OF A LINE BEARING NORTH 34 DEGREES 48 MINUTES 08 SECONDS EAST FROM THE POINT OF BEGINNING; THENCE SOUTH 34 DEGREES 48 MINUTES 08 SECONDS WEST, ALONG SAID LAST INTERSECTED LINE, 378.88 FEET TO THE POINT OF BEGINNING. .

SUBJECT TO THE RIGHT OF WAY OF SAID COUNTY HIGHWAY NO. 6 ON THE NORTHEAST.

1. There are two (2) property owners in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner - the number of parcels owned by a petitioner is not counted.)
2. The land abuts the municipality and the area to be annexed is 120 acres or less, and the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available.
3. Said property is unincorporated, abuts on City's southwesterly and northwesterly boundaries, and the City's northeasterly boundary of County 6, and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is 0.857 acres.
5. The reason for the requested annexation is to be provided with City sewer and water.

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of La Crescent, Minnesota.

Dated: 12-15-, 2020

Charles A. Rosendahl
Charles A. Rosendahl

Dated: 12-15, 2020

Shirley A. Rosendahl
Shirley A. Rosendahl

ORDINANCE NO. 549

**AN ORDINANCE OF THE CITY OF LA CRESCENT, MINNESOTA ANNEXING
LAND LOCATED IN LA CRESCENT TOWNSHIP, HOUSTON COUNTY,
MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.033 SUBDIVISION 2(3),
PERMITTING ANNEXATION BY ORDINANCE**

WHEREAS, a petition signed by all the property owners, requesting that property legally described herein be annexed to the City of La Crescent, Minnesota, was duly presented to the Council of the City of La Crescent on December 23, 2020; and

WHEREAS, said property is unincorporated and abuts the City of La Crescent on its southwesterly and northwesterly boundaries, and the City's northeasterly boundary of County 6; is less than 120 acres; is not presently served by public sewer facilities or public sewer facilities are not otherwise available; and

WHEREAS, said property is currently residential and annexation is requested to facilitate the extension of city services for the residential development of the property; and

WHEREAS, the City of La Crescent held a public hearing pursuant to Minnesota Statutes § 414.033 Subd. 2b, on January 25, 2021, following thirty (30) days written notice by certified mail to the Town of La Crescent and to all landowners within and contiguous to the area legally described herein, to be annexed; and

WHEREAS, provisions of Minnesota Statutes § 414.033 Subd. 13 are not applicable in that there will be no change in the electric utility service provider resulting from the annexation of the territory to the municipality.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA CRESCENT
HEREBY ORDAINS AS FOLLOWS:**

1. The City Council hereby determines that the property as hereinafter described abuts the city limits and is or is about to become urban or suburban in nature in that residential use is being proposed for said property which requires or will need city services, including public sewer facilities.

2. None of the property is now included within the limits of any city, or in any area that has already been designated for orderly annexation pursuant to Minnesota Statute § 414.0325.

3. The corporate limits of the City of La Crescent, Minnesota, are hereby extended to include the following described property, said land abutting the City of La Crescent and being 120 acres or less in area, and is not presently served by public sewer facilities or public sewer facilities are not otherwise available, and the City having received a petition for annexation from all the property owners of the land, to wit:

THAT PART OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 104, RANGE 4, HOUSTON COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER OF SAID SECTION 9, AS MONUMENTED BY A HOUSTON COUNTY MONUMENT; THENCE SOUTH 89 DEGREES 52 MINUTES 36 SECONDS WEST, ALONG THE SOUTH LINE OF SAID SOUTHEAST QUARTER OF THE NORTHWEST QUARTER, 577.32 FEET; THENCE SOUTH 26 DEGREES 27 MINUTES 28 SECONDS WEST, 223.48 FEET; THENCE NORTH 55 DEGREES 31 MINUTES 17 SECONDS WEST, 468.04 FEET TO A ONE-HALF INCH IRON PIPE MONUMENT; THENCE NORTH 56 DEGREES 53 MINUTES 13 SECONDS WEST, 133.28 FEET TO A ONE-HALF INCH IRON PIPE MONUMENT AND THE POINT OF BEGINNING OF THE LAND TO BE DESCRIBED; THENCE CONTINUE NORTH 56 DEGREES 53 MINUTES 13 SECONDS WEST, 96.97 FEET; THENCE NORTH 34 DEGREES 00 MINUTES 51 SECONDS EAST, 190.97 FEET TO A ONE-HALF INCH IRON PIPE MONUMENT; THENCE CONTINUE NORTH 34 DEGREES 00 MINUTES 51 SECONDS EAST, 182.75 FEET TO THE CENTER LINE OF HOUSTON COUNTY HIGHWAY NO. 6; THENCE SOUTH 59 DEGREES 42 MINUTES 30 SECONDS EAST, ALONG SAID COUNTY HIGHWAY CENTER LINE, 102.38 FEET TO THE INTERSECTION OF A LINE BEARING NORTH 34 DEGREES 48 MINUTES 08 SECONDS EAST FROM THE POINT OF BEGINNING; THENCE SOUTH 34 DEGREES 48 MINUTES 08 SECONDS WEST, ALONG SAID LAST INTERSECTED LINE, 378.88 FEET TO THE POINT OF BEGINNING.

SUBJECT TO THE RIGHT OF WAY OF SAID COUNTY HIGHWAY NO. 6 ON THE NORTHEAST.

The above described property consists of a total of 0.857 acres, more or less. Copies of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries and all appropriate plat maps are attached hereto.

4. The City of La Crescent, pursuant to Minnesota Statutes § 414.036, that with respect to the property taxes payable on the area legally described herein, hereby annexed, shall make a cash payment to the Town of La Crescent in accordance with the following schedule:

- a. In the first year following the year in which the City of La Crescent could first levy on the annexed area, an amount equal to \$478.91; and
- b. In the second and final year, an amount equal to \$478.91.

5. That pursuant to Minnesota Statutes § 414.036 with respect to any special assessments assigned by the Town to the annexed property and any portion of debt incurred by the Town prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the area legally described herein there are no special assessments or debt incurred by the Town on the subject are for which reimbursement is required.

6. That the City Administrator of the City of La Crescent is hereby authorized and directed to file a copy of this Ordinance with the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, the Minnesota Secretary of State, the Houston County Auditor, and the La Crescent Township Clerk.

7. That this Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearings.

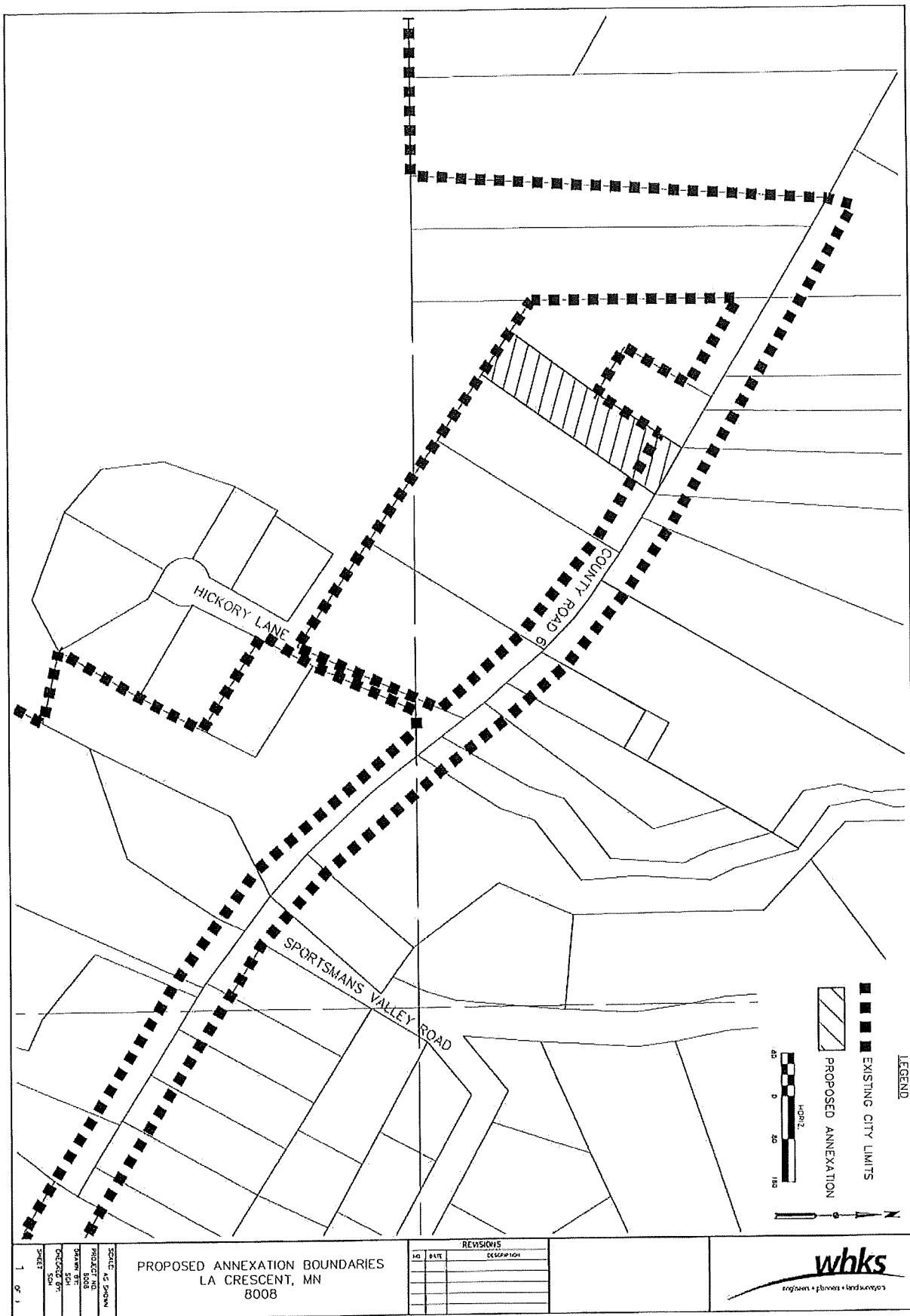
PASSED AND ADOPTED by the City Council of the City of La Crescent, Minnesota, this 25th day of January, 2021.

Mayor

ATTEST:

City Administrator

(City Seal)



SUMMARY OF ORDINANCE NO. 549

**AN ORDINANCE OF THE CITY OF LA CRESCENT, MINNESOTA ANNEXING
LAND LOCATED IN LA CRESCENT TOWNSHIP, HOUSTON COUNTY,
MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.033 SUBDIVISION 2(3),
PERMITTING ANNEXATION BY ORDINANCE**

The City Council of the City of La Crescent, Houston County, Minnesota, hereby ordains:

The full text of Ordinance No. 549 marked "OFFICIAL COPY" is on file in the Office of the City Administrator, City Hall, La Crescent, Minnesota 55947, along with a reference draft available and open for inspection to enable a convenient means to ascertain where in the voluminous enactments and in the voluminous regulations enacted/amended hereby are found.

Passed and enacted this 25th day of January, 2021.

APPROVED:
Mikel Poellinger, Mayor

ATTEST:
Bill Waller, City Administrator

Introduction to B3

Building Energy Data in your Hands

B3, which stands for Buildings, Benchmarks, and Beyond, puts the power of building energy data in your hands. Using basic building and meter information, the online tool summarizes energy consumption, costs, and carbon emissions in easily digestible monthly and annual reports for Minnesota public buildings.

Lower Costs

By reducing energy consumption, you lower your operating costs – freeing up money for your organization's core services.

B3 Benchmarking helps you ensure your building is operating and performing as expected, and the tool screens buildings that would provide the greatest return on investment from any building improvements.

Over a Decade of Benchmarking Expertise

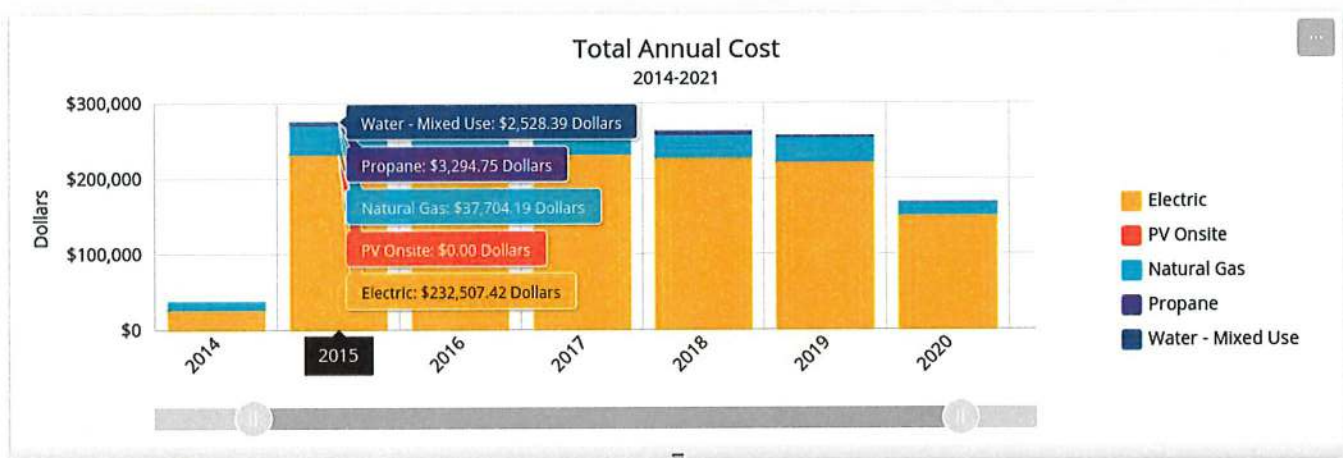
In 2001, legislation in the State of Minnesota was passed to benchmark all public buildings in the state for a period of 12 months, and as a result, B3 Benchmarking was born. For more than 10 years, The Weidt Group® has developed the benchmarking application to be one of the most robust tools for tracking and managing energy use in public buildings. Currently, the B3 Benchmarking program contains over 7,500 public buildings with over 300 million square feet in its database representing 22 State agencies, 410 cities, 55 counties, 60 higher education campuses, and 214 school districts. The B3 Benchmarking system has identified over \$23 million in potential energy savings in over 1,500 identified buildings representing about 30 million square feet of building floor area.

Overview - City of La Crescent

The City of La Crescent has been participating in the B3 Benchmarking program for over 5 years. During that time the city has significantly reduced emissions, improved efficiency per square foot, and lowered energy costs. The following data is a summary of the progress made from 2015 to 2019. 2015 was the first year of full B3 data entry by the city. 2015 serves as the baseline for energy comparisons over time. 2019 was used to calculate the data below instead of 2020 due to the abnormal changes in energy use caused by the COVID-19 pandemic.

Lower Costs - City of La Crescent

2015 Total Annual Cost (Baseline)



2019 Total Annual Cost



Savings v.s. Baseline

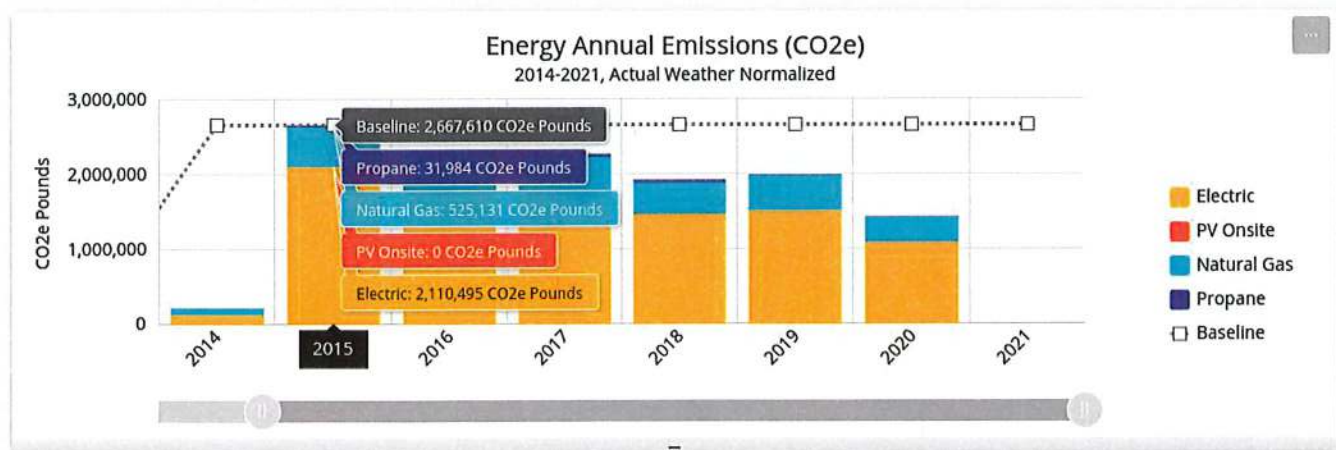
2019 Electric Savings	2019 Natural Gas Savings	2019 Propane Savings	Total Savings 2019 v.s. Baseline (2015)
\$10,464.88	\$5,352.18	\$391.37	\$16,208.43

Annual Usage Summary

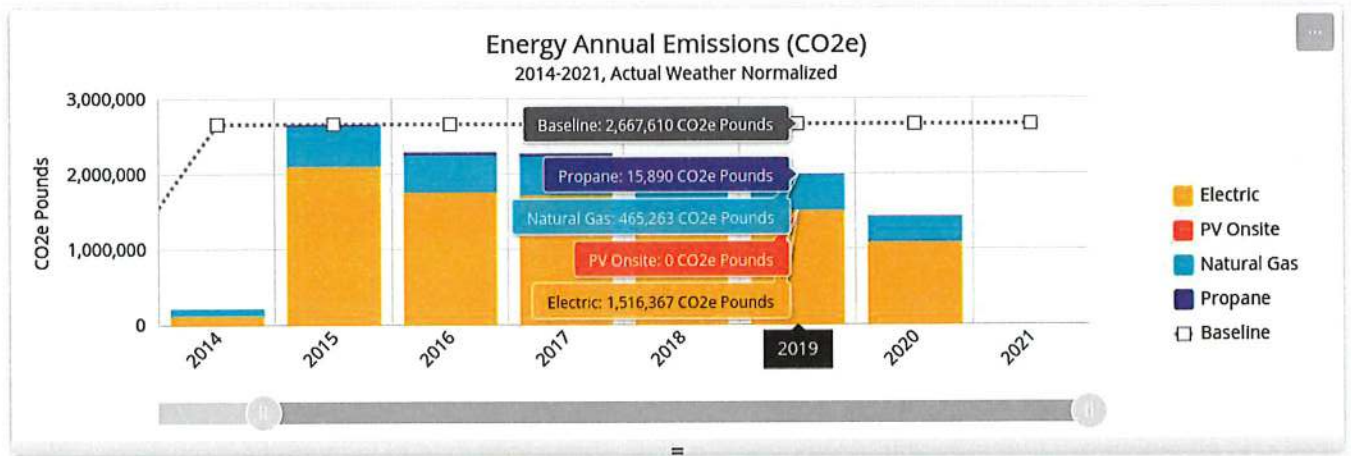
Period	Days	SF	Actual (dollars)	Total cost (\$/SF)
Jan 2015-Dec 2015	365	118,092	\$276,034.76	\$2.34
Jan 2016-Dec 2016	365	116,082	\$270,805.29	\$2.33
Jan 2017-Dec 2017	365	115,850	\$267,726.78	\$2.31
Jan 2018-Dec 2018	365	115,850	\$263,763.83	\$2.28
Jan 2019-Dec 2019	365	115,850	\$257,369.92	\$2.22

Lower Emissions - City of La Crescent

2015 Total Annual Emissions (Baseline)



k2019 Total Annual Emissions

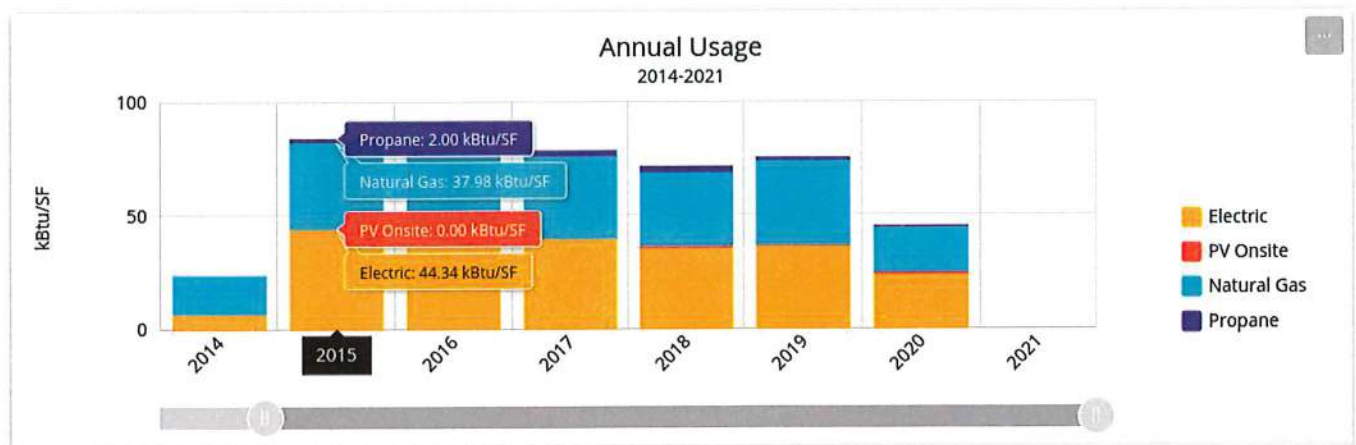


Emissions v.s. Baseline

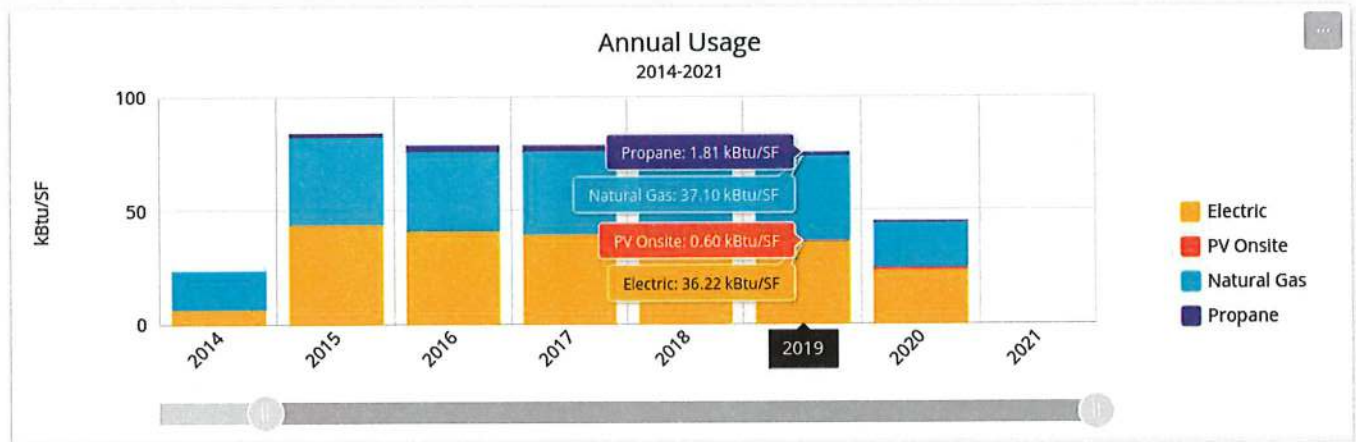
2019 Electric CO ₂ e Reductions	2019 Natural Gas CO ₂ e Reductions	2019 Propane CO ₂ e Reductions	Total CO ₂ e Reductions 2019 v.s. Baseline (2015)
594,128 CO ₂ e Pounds	59,868 CO ₂ e Pounds	16,094 CO ₂ e Pounds	670,090 CO ₂ e Pounds

Increased Efficiency - City of La Crescent

2015 Energy Efficiency (Baseline)



2019 Energy Efficiency



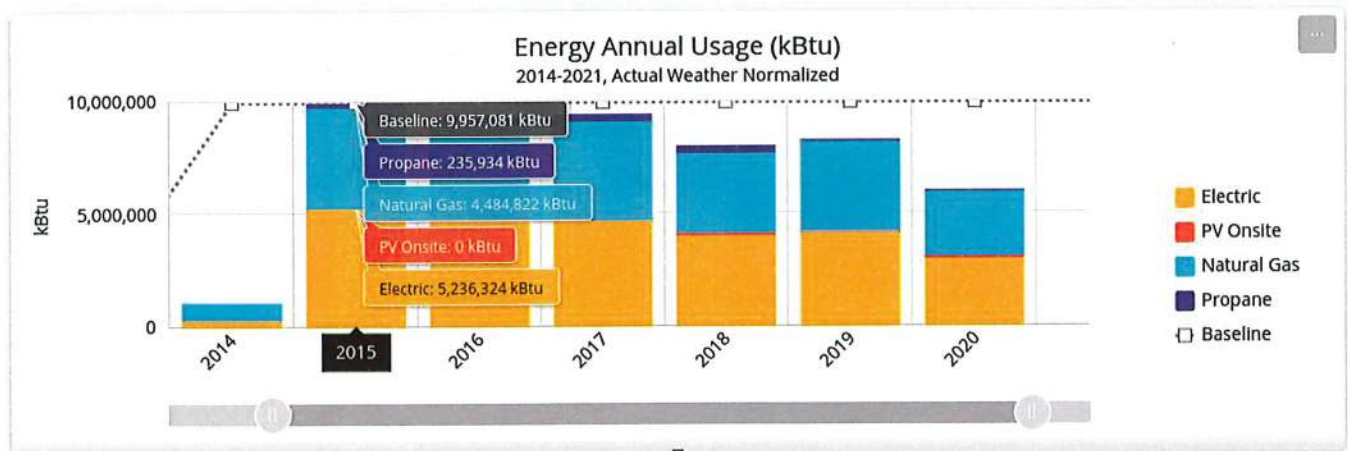
Efficiency v.s. Baseline

(kBtu = british thermal units per square foot)

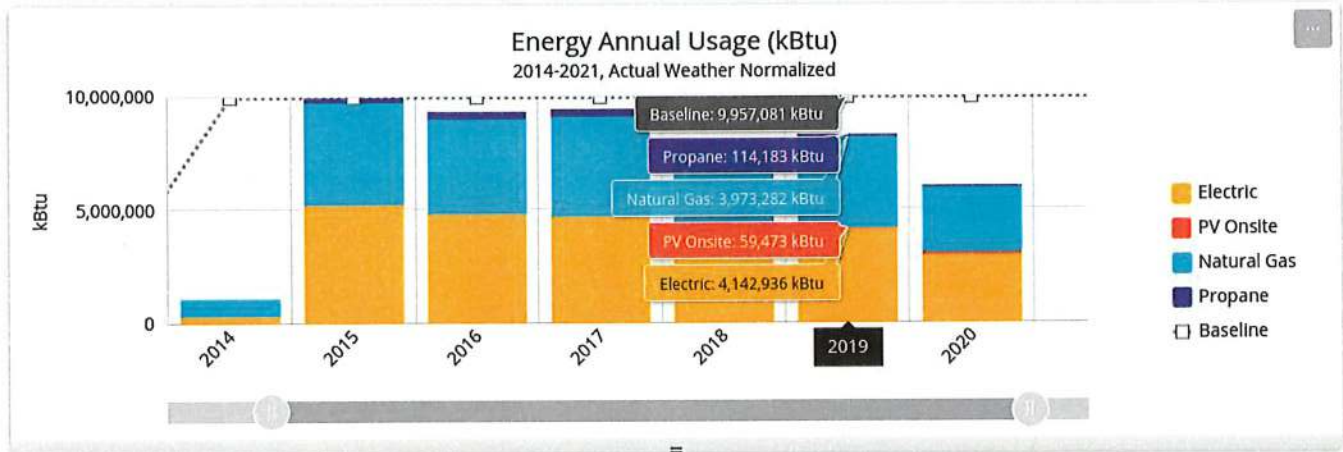
2019 Electric kBtu/SF	2019 Natural Gas kBtu/SF	2019 Propane kBtu/SF	Total Savings 2019 v.s. Baseline (2015)
8.12 kBtu/SF	0.88 kBtu/SF	0.19 kBtu/SF	9.19 kBtu/SF

Using Less Energy - City of La Crescent

2015 Annual Energy Use (Baseline)



2019 Annual Energy Use



Energy Use v.s. Baseline

(kBtu = british thermal units per square foot)

2019 Electric kBtu Savings	2019 Natural Gas k/Btu Savings	2019 Propane k/Btu Savings	Total Energy Use Savings 2019 v.s. Baseline (2015)
1,093,388 kBtu	511,540 kBtu	121,751 kBtu	1,726,679 kBtu

Compiled by Jason Ludwigson

Sustainability Coordinator City of La Crescent

#3.2



MEMORANDUM

TO: Bill Waller, City Administrator
FROM: Tim Hruska, P.E., L.S.
DATE: January 21, 2021
RE: Wagon Wheel Bridge Update

We are continuing to progress on the Wagon Wheel Bridge over Highway 14/61. Included in the packet are a few plan sheets showing the bridge and lighting.

I will be in attendance at the meeting to discuss and answer any questions.

2020 AND CURRENT INTERIM AASHTO LRFD
BRIDGE DESIGN SPECIFICATIONS – 9TH EDITION

2009 AND CURRENT INTERIM AASHTO LRFD GUIDE
SPECIFICATIONS FOR THE DESIGN OF PEDESTRIAN
BRIDGES

PEDESTRIAN LIVE LOAD = 0.090 KSF

H10 TRUCK VEHICULAR LIVE LOAD

MATERIAL DESIGN PROPERTIES:

2020 AND CURRENT INTERIM AASHTO LRFD
BRIDGE DESIGN SPECIFICATIONS – 9TH EDITION

2009 AND CURRENT INTERIM AASHTO LRFD GUIDE
SPECIFICATIONS FOR THE DESIGN OF PEDESTRIAN
BRIDGES

PEDESTRIAN LIVE LOAD = 0.090 KSF

H10 TRUCK VEHICULAR LIVE LOAD

MATERIAL DESIGN PROPERTIES:

REINFORCED CONCRETE:
 $f'_c = 4$ KSI CONCRETE
 $f_y = 60$ KSI PLAIN AND EPOXY COATED BARS
 $n = 8$ FOR REINFORCEMENT BARS
 STRUCTURAL STEEL:
 $F_y = 36$ KSI SPEC. 3306 (PAINTED)
 $F_y = 50$ KSI SPEC. 3309 (PAINTED)
 DECK AREA = 10322 SQ. FT.

2041 A.D.T. ROADWAY UNDER = 17,980
DESIGN SPEED
(UNDER) 50 MPH - T.H. 61

NO.	DESCRIPTION
S1-S4	GENERAL PLAN AND ELEVATION
S5	TYPICAL SECTIONS
S6	CORNER DETAILS
S7	BRIDGE LAYOUT AND FOUNDATION PLAN
S8-S9	BRIDGE SURVEY
S10-S11	BORINGS PLAN AND PROFILE
S12-S13	SOIL BORINGS
S14	LOADING AND STRUCTURAL DETAILS

SUPERSTRUCTURE:
 PREFABRICATED STEEL TRUSS WITH CONCRETE
 DECK (SPAN 1)
 CIP CONCRETE CONTINUOUS SLAB (SPANS 2 -

17) ALL BARS EPOXY COATED

SUBSTRUCTURE:
PARAPET TYPE ABUTMENTS ON PILING

PIERS 1, 5 AND 11: CAP/COLUMN/FOOTING ON PILES

AESTHETICS:

Copyright © 2004 John Wiley & Sons, Ltd.

PRELIMINARY PLANS
BRIDGE NO. 28024

PROPOSED BRIDGE LOCATED 0.2 MILES
NE OF JCT T.H. 61 AND SOUTH 3RD ST.
(IN A CRESCENT)

SPAN IDENTIFICATION NO.

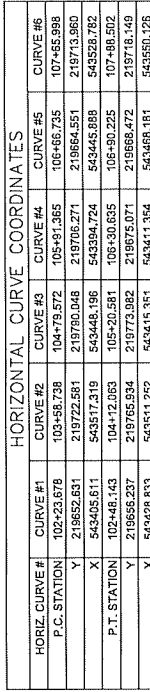
SPAN 1 - 302
SPAN 2 THRU 17 - 209

3
2
1
2
3
4
5

CRESCENT 104 N R 04 W HOUSTON COUNTY

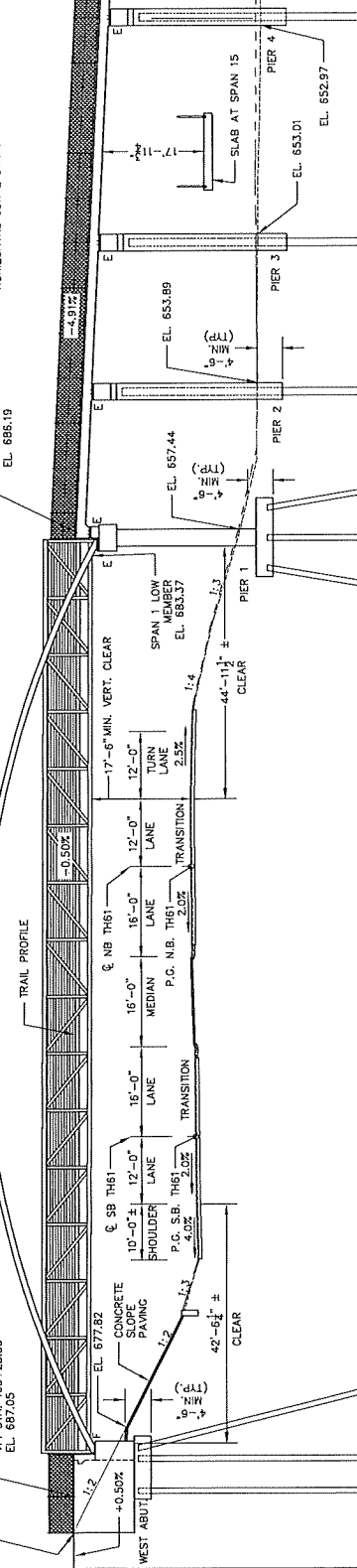
APPROVED _____
STATE POLICE ENGINEER

DATE _____ STATE BRIDGE ENGINEER _____



HORIZONTAL CURVE COORDINATES

NOTE: SEE BRIDGE LAYOUT SHEET FOR ADDITIONAL HORIZONTAL CURVE DATA.

ELEVATION SPANS 1-4

DEPTH OF STRUCTURE:

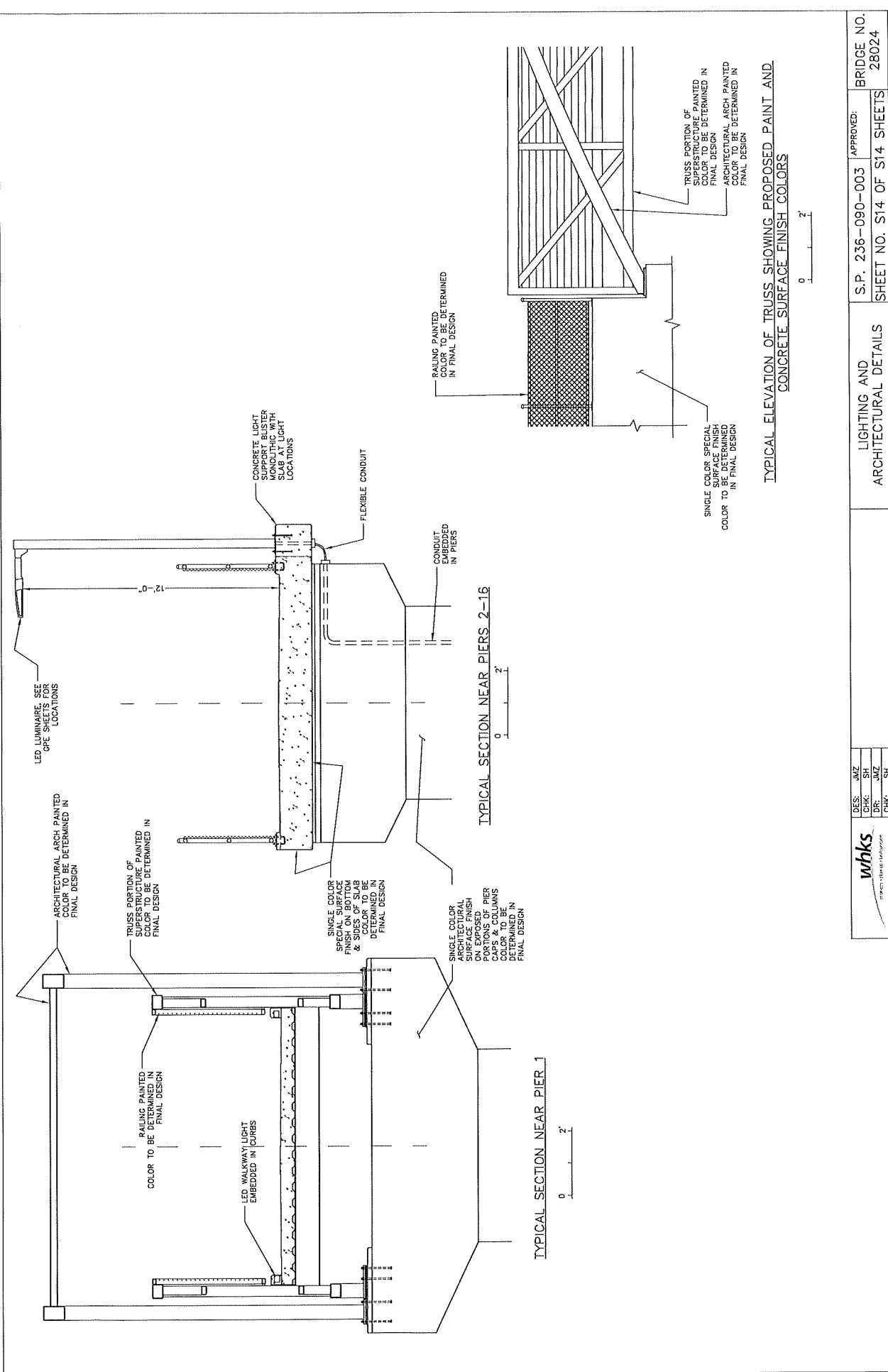
SPAN 1 CILYER TO LOW MEMBER - 2'-0"


20-2 = 18 million 1 acre

JOB NUMBER TXXXXX

STATE PROJ. NO. 2805-XX, S.P. 236-090-003 (T.H. 61 = 3)

. S1 OF S14 SHEETS



 <small>DESIGN • DRAW • DEVELOP</small>	DES: JMJ	LIGHTING AND ARCHITECTURAL DETAILS	S.P. 236-090-003	APPROVED:	BRIDGE NO. 28024
	CHK: SH				
	DR: JMJ				
	CHK: SH				
	DATE: 01/11/2024				

#3.3



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: January 20, 2021
RE: Water Supply Plan Approval

Attached for review and consideration by the City Council is the Water Supply Plan that has been reviewed and approved by the Minnesota Department of Natural Resources. City Engineer Tim Hruska will be in attendance at the meeting to review this with the City Council.

We would suggest that the City Council adopt the Water Supply Plan and authorize the City Administrator to sign the required certificate of adoption.



Ecological and Water Resources
1200 Warner Road
St. Paul, MN 55106

January 5, 2021

Bill Waller, City Administrator
City of La Crescent
315 Main Street
La Crescent, MN 55947

RE: Water Supply Plan Approval, City of La Crescent, Appropriation Permit No. 1961-0623

Dear Mr. Waller:

In accordance with Minnesota Statutes, Section 103G.291, Subdivision 3, and on behalf of the Commissioner of the DNR, I hereby **approve your Water Supply Plan received December 21, 2020.**

Please complete the following action items to complete the water supply planning process:

Certificate of Adoption

We encourage the City to complete the attached "Certification of Adoption" form. Please upload the form to MPARS as an attachment as soon as the City officially adopts the Plan.

DNR Comments

Attached to this letter is a copy of a Water Supply Plan Review checklist containing comments from the DNR. These comments should be used to improve the management of the City of La Crescent water supply system and improve the next City of La Crescent Water Supply Plan. We particularly would like the City of La Crescent to begin tracking its non-essential water use.

Monitoring

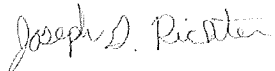
The DNR is pleased to see that the City of La Crescent is collecting the hourly water levels from each production well using its SCADA System. The DNR is also pleased that La Crescent is measuring the water elevations by hand on a quarterly basis. We ask that these data be submitted to the DNR at region3s_waterdata.dnr@state.mn.us in the Ground Water Level

Monitoring Spreadsheet (also available on the DNR Water Appropriations webpage) on an **annual** basis when reporting water use volumes. Please fill out the attached Groundwater Site Establishment Form and return the form to the DNR. This form may make it possible for the DNR to place the information into a website where the City of La Crescent can easily obtain it.

In its 2016 water supply plan, the City of La Crescent has stated that the city intends to reduce the volume of unaccounted-for water in the community. The DNR approves of the City of La Crescents intention and recommends that La Crescent consider tracking the volume of water that is used for non-essential purposes as part of the effort to reduce its' unaccounted-for water volume.

Thank you for your efforts in planning for the future of the City of La Crescent water supply and for conserving the water resources of the State of Minnesota. If you have any questions or need additional assistance with the City's water appropriation permit, please contact me at (651) 259 - 5877.

Sincerely,



Joe Richter
District Appropriations Hydrologist
Minnesota Department of Natural Resources
joe.richter@state.mn.us

CC: Carmelita Nelson, DNR Water Supply Plan Coordinator
Jack Gleason, DNR Hydrologist Supervisor
Taylor Huinker & Lucas Youngsma, EWR Area Hydrologist
April Londo, Natural Resource Specialist
Debra Shimshak, City of La Crescent

Equal Opportunity Employer

**CERTIFICATE OF ADOPTION
WATER SUPPLY PLAN**

City or Water System Name:

Name of Person Authorized to Sign
Certificate on Behalf of the System:

Title:

Address:

Telephone:

E-mail:

I certify that the Water Supply Plan approved by the Department of Natural Resources has been adopted by the city council or utility board that has authority over water supply services.

Signed:

Date:

Submit Certificate of Adoption through MPARS

Or mail this certificate to: DNR Waters
Water Permit Program Supervisor
500 Lafayette Road
St. Paul, MN 55155-4032

9/6/17



Ecological and Water Resources - Groundwater Technical Analysis Program

Groundwater Technical Review

Date: 5/8/2019
To: Sara Mielke, Hydrologist, Region 3, South District, St. Paul
From: Scot Johnson PG, Groundwater Specialist, Lake City
Subject: Water Supply Plan for the City of La Crescent 1961-0623, dated 10/15/2018
Reviewed by: Anneka Munsell PE, Hydrologist 3, St. Paul

PROFESSIONAL GEOLOGIST

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Geologist under the Laws of the State of Minnesota.

Print Name: Scot B. Johnson

Signature: *Scot B. Johnson*

Date: 5/8/2019

License No: 30225

RE: Water Supply Plan for Permit 1961-0623 La Crescent

Introduction

La Crescent's draft Water Supply Plan (WSP) indicated the city population served trended downward from 5,158 citizens in 2007 to 4,865 citizens in 2013, and then trended upwards to 5,174 citizens in 2017 (La Crescent, 2018). Residential per Capita Demand (GPCD) averaged 47 gallons of water per capita from 2007 to 2017 which is well below the Department of Natural Resources (DNR) goal of 75 gallons per capita per year or less. Reported water use ranged from a high of 167 million gallons of water in 1988 to 122 million gallons in 2015 (MPARS, 2019) (Figure 1). Annual water use generally declined since 2003. La Crescent placed Well 4 into service in 1996. Well 2 was used very little from 2009 through 2016 but La Crescent reported a balanced use of Wells 2, 3, and 4 in 2017 -2018.

La Crescent projected their population to grow to 6,440 citizens with an annual water use volume of 165 million gallons per year (mgy) by 2028 with (La Crescent, 2018). The estimate is based in part on a projected increase in GPCD to 70 gallons of water per day per capita which is much greater than current

GPCD. The 165 mgy annual volume projected for 2028 is much less than the currently authorized annual volume of 200 mgy under DNR Water Appropriation Permit 1961-0623 as amended in 1995 (MPARS, 2019).

Hydrogeologic Setting

La Crescent is located in Southeastern Minnesota along the Upper Mississippi River in the Blufflands Ecological Subsection. A description of the area's geology and hydrogeology is provided in the 2009 groundwater technical review completed by the Groundwater Technical Analysis Work Group for the previous round of Water Supply Plans (Green, 2009).

Production Well Information

See Table 1 for a summary of production well information (MWI, 2019) and Figure 2 for well locations and Minnesota Department of Health (MDH) wellhead protection boundaries (whks, 2016).

Aquifers Available for Use by the City

See the WSP groundwater technical review report completed by the Groundwater Technical Analysis Work Group in 2009 (Green, 2009). The city of La Crescent's three municipal wells all pump water from the Mt. Simon aquifer.

Monitoring Data

Permittee Observation Wells

The city of La Crescent does not have a dedicated monitoring well. The DNR water appropriation permit does not contain a groundwater water level monitoring condition. The 2009 WSP groundwater technical review recommended water level monitoring be required next time the permit was amended (Green, 2009). The permit was last amended in 1995 so no monitoring condition has been added to the appropriation permit.

Groundwater water levels reported in Table 9 and plotted in Appendix 3 of the WSP are inadequate to determine long-term water level trends in the Mt. Simon aquifer. Table 10 of the WSP suggests additional water level data are now being collected. The Water Level Monitoring Plan in the WSP Appendix 2 states that La Crescent is now recording water levels in all three of their production wells using their SCADA system and grab samples. No details on measurement frequency or methods are provided and no additional data has been submitted to the DNR. WSP Appendix 2 references the City's Wellhead Protection Plan Parts I and II in Appendix 12 for more information on how they plan to submit water level data to MDH. The well head protection plans focus on water quality sampling and reporting and do not mention water level measurement reporting to the DNR.

DNR Observation Wells

The closest DNR Mt. Simon aquifer observation well to the La Crescent pumping center is approximately 13 miles south along the Mississippi River. Water level measurements have been collected since 1992 with more frequent datalogger measurements starting in 2012 to present (Figure 3). There is an upward trend in water levels in the Mt. Simon from 2012 to 2018. Unfortunately the observation well is too far away from La Crescent to know if this is representative of what is happening in the Mt. Simon aquifer at the La Crescent municipal wells.

Recommendations

Based on historic water use, projected future water use, and known hydrogeology in the La Crescent area, statewide water level monitoring guidance suggests an observation well be installed and monitored in the middle of the well field *or* that multiple production wells in the well field be monitored at a minimum frequency of once a day. This is similar to the Groundwater Technical Analysis Work Group 2009 recommendation that was never implemented. The La Crescent WSP Table 10 suggested that La Crescent may already be collecting frequent water level measurements in all their production wells which may satisfy DNR monitoring needs.

The Groundwater Technical Analysis Work Group recommends Region 3 permitting staff take the following action:

1. Schedule a meeting with La Crescent city staff to find out what they are already doing for water level monitoring,
2. Decide if it meets DNR monitoring needs or if something additional needs to be done,
3. Develop appropriate permit monitoring condition language, and
4. Amend the DNR Water Appropriation Permit 1961-0623 to include a groundwater monitoring condition.

References

- DNR, 2019a, Minnesota Permitting and Reporting System (MPARS),
<https://webapps11.dnr.state.mn.us/mpars/admin/authentication/login>
- DNR, 2019b, Quick Layers for ArcMap, various layers available to DNR staff.
- DNR and MPCA, 2019, Cooperative Groundwater Monitoring (CGM),
<http://www.dnr.state.mn.us/waters/cgm/index.html>
- Green, J., 2009, La Crescent Water Supply Plan Technical Review Permit No. 61-0623.
- whks, 2016, City of La Crescent Wellhead Protection Plan Part 2.
- MGS and MDH, 2019, County Well Index (CWI): Database created and maintained by the Minnesota Geological Survey (MGS), a department of the University of Minnesota; with the assistance of the Minnesota Department of Health (MDH). Accessible through the MDH Minnesota Well Index mapping application, <http://www.health.state.mn.us/divs/eh/cwi/>

Table 1. Production wells (MWI, 2019)

Well Construction and Appropriation Information				
Well name		Well 2	Well 3	Well 4
Unique well no.		219278	221197	546911
UTM location (m)		X635615, Y4853810	X636396, Y4854882	X635457, Y4854044
Ground elevation (ft)		702 LiDAR	675 LiDAR	836.6
Depth (ft)		591	550	707
Diameter (in)		12	20/16	24/18
Aquifer well completed in		Mt. Simon	Mt. Simon	Mt. Simon
Open hole interval (ft BGS)		137-591	106-550	390-707
Static water level (ft BGS)		50	29	192
Pumping rate (GPM)		650	1100	900
Maximum annual volume (MGY)		200 total	200 total	200 total
Operational dates (from date - to date)		<1988 to Present	<1988 to Present	1996 to Present

Table 2. DNR nearest Mt. Simon aquifer observation well (CGW, 2019)

Well Construction	
Well name	DNR Observation Well 28005
Unique well no.	231846
UTM location (m)	X637396, Y4832607
Measuring point elevation (ft)	1158.1
Distance to pumping center (ft)	13 miles South
Depth (ft)	860
Aquifer well completed in	Mt. Simon (CMTS)
Screened interval (ft BGS)	836-855
Static water level (ft BGS)	488
Period of record (from date – to date)	1992-Present

Figure 1. La Crescent Reported Annual Water Use (MPARS, 2019)

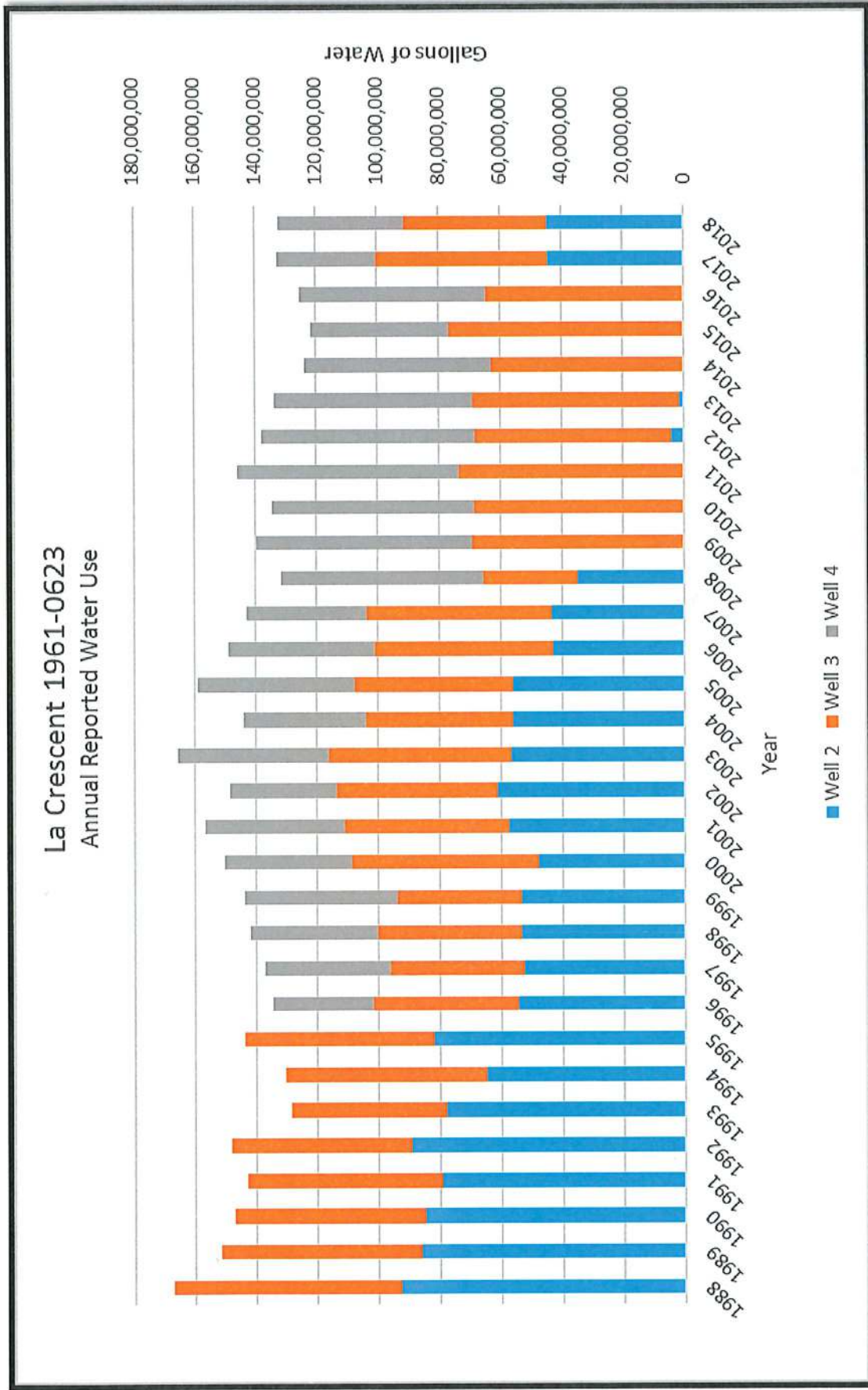


Figure 2. La Crescent municipal well locations and wellhead protection plan boundaries (whks, 2016)

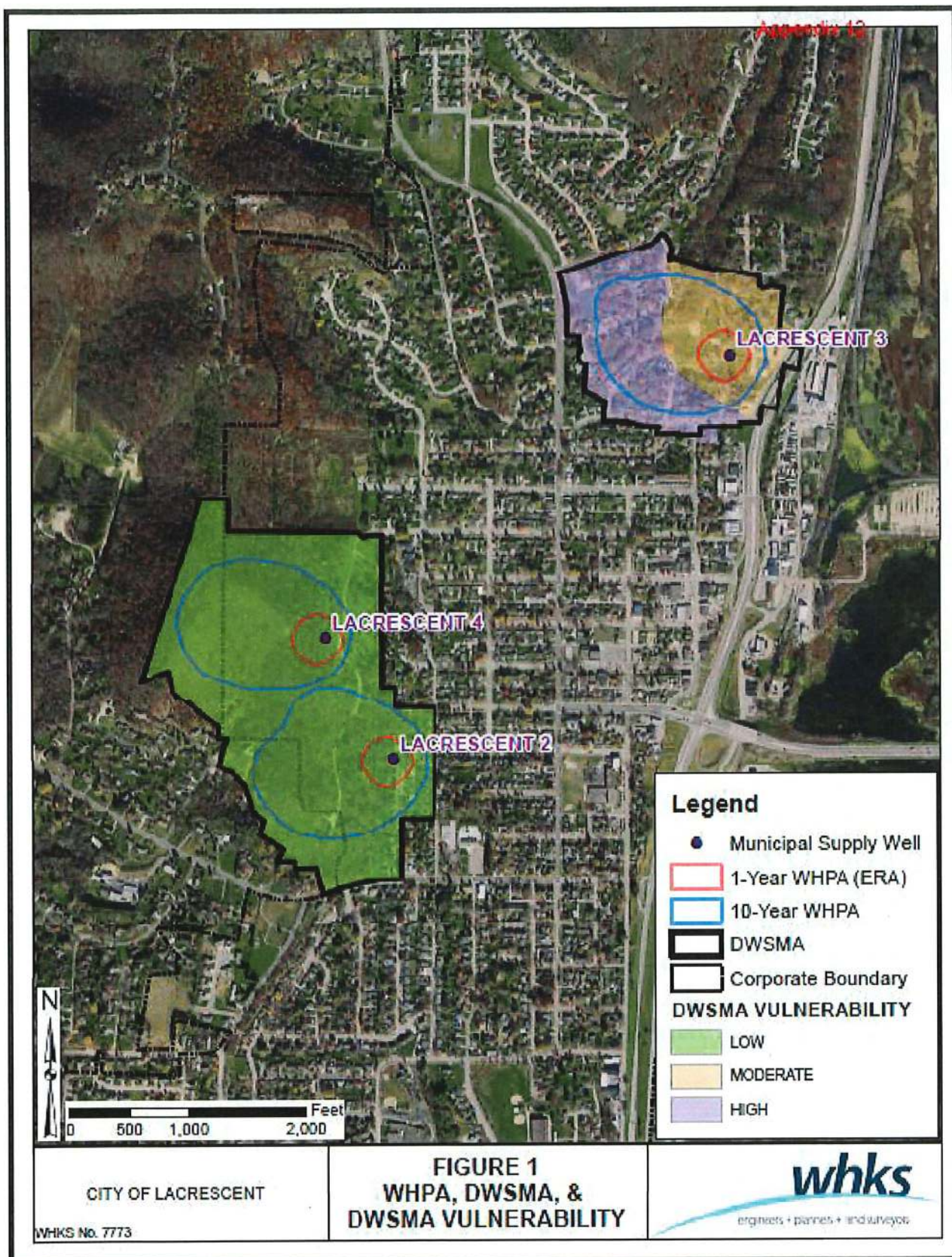
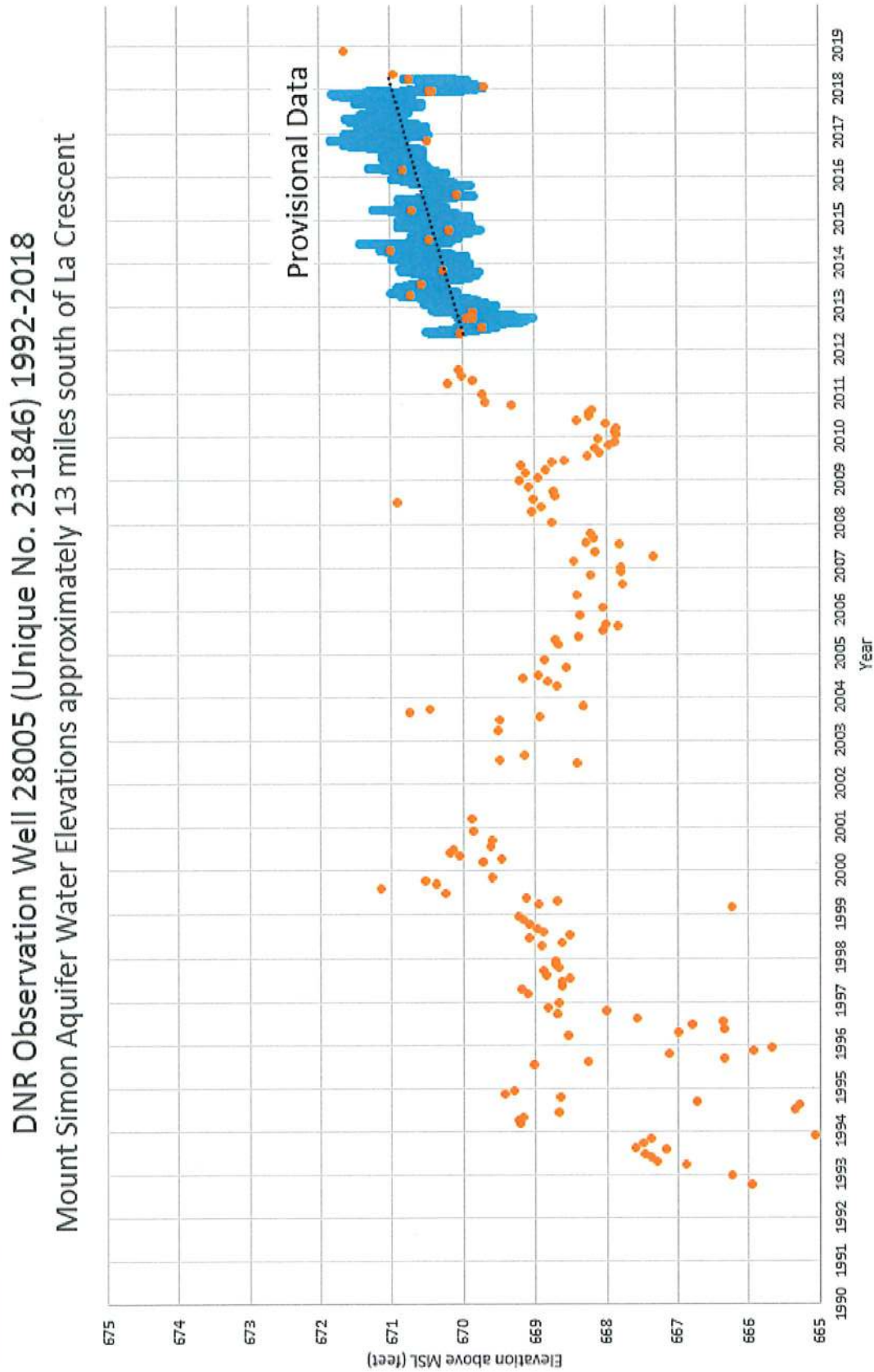


Figure 3. DNR Observation Well 28005 water level elevation data from 1992 through 2018 (CGM, 2019)



Local Water Supply Plan Approval Checklist 2016-2018

Formerly called Water Emergency & Water Conservation Plan

All sections of the plan must be completed in order for the plan to be approved.

Name of Water Supplier City of La Crescent, DNR Permit 1961-0623

Date Plan Received by DNR Plan Complete January 16, 2019/December 21, 2020

Date of Review May 11, 2020/January 5, 2021

Name of Reviewer Joe Richter

Plan Due Date October 15, 2018

Date of Met Council Review N.A.

Name of Met Council Reviewer N.A.

Is this plan approved? Yes ☐ No ☒

Part 1. Water Supply System Description and Evaluation

Blue = DNR Comments.

Prelim ✓ List = for a quick initial review to make sure the plan has all the necessary sections complete

Prelim. ✓ list	Compliant/ Acceptable	Changes Needed	Met Council Concern	Section	Description	Comments/Important Comments in Bold
<i>Analysis of Water Demand</i>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Intro	Table 1 General Information	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1.A.	Table 2 Historic Water Demand	The City of La Crescent should keep track of the volume of non-essential water pumped by the City of La Crescent.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1.A.	Table 3 Large Volume Users	Thirty-nine percent of the water pumped by the City of La Crescent is used by the top ten users. Helping these users conserve water would be an efficient use of the City if La Crescent staff and resources.
<i>Treatment and Storage Capacity</i>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1.B.	Table 4 Water Treatment Capacity & Process	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1.B.	Table 5. Storage capacity	

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1.B.	Discuss current capacity vs. project 10 yr. demand	
<i>Water Sources</i>						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		1.C.	Table 6. Water sources and status	The emergency well needs backup power to function during an emergency.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		1.C.	Discuss limitation on emergency water source	No emergency power supply.
<i>Future Demand Projections</i>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.D.	Discuss Water Use trends	<p>The City of La Crescent should explain why the C/I/I water used doubled in 2017.</p> <p>It should also be noted that having a wet year helped to reduce the volume of water used by La Crescent.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.D.	Table 7. Projected annual water demand	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.D.	Describe method to project water demand	
<i>Resource Sustainability</i>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1.E.	Table 8. Information about source water quality monitoring	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1.E.	Table 9. Water level data	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.E.	Table 10. Natural resource impacts	The DNR is pleased to see that the City of La Crescent has added Pine Creek and Blue Lak to Table 10.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1.E.	Table 11. Status of Wellhead Protection and Source Water Protection Plans	.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.F.	Table 12. Adequacy of Water Supply System	With an unaccounted-for water volume of 16%, it's good to see that the City of La Crescent is repairing and replacing pipes and valves. Replacing pipes and valves will reduce the

						unaccounted-for water volumes.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1.F.	Table 13. Proposed future installations/sources	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1.F.	Anticipated need for alternative water source Y/N	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.F.	If yes above, complete Table 14. Alternative Water Sources	

Part 2. Emergency Planning & Response Procedures

Emergency Response Plan						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2.A.	Federal Emergency Plan Y/N	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2.A.	Table 15. Emergency Preparedness Plan contact information	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2.B.	Operational Contingency Plan Y/N	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2.C.	Do emergency records & maps exist & staff knowledge Y/N	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2.C.	Table 16. Interconnections with other water supply systems in an emergency	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2.C.	Table 17. Utilizing surface water as an alternative source	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2.C.	Describe additional emergency measures	
Allocation & Demand Reduction Procedures						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2.C.	Table 18. Water use priorities	The volume of water that can be conserved seems small for city of this size.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2.C.	Table 19. Emergency demand reduction conditions, triggers and actions	It might be necessary to allocated water in a true emergency.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2.C.	Table 20. Plan to inform customers	

					regarding conservation requests & water use restrictions	
<i>Enforcement</i>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2.C.	Critical water deficiency restriction/official control in place Y/N	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		2.C.	Does the public water supply utility, city manager, mayor, or emergency manager have standing authority to implement water restrictions Y/N	There should an individual that can quickly act quickly if there is an emergency.

Part 3. Water Conservation Plan

<i>Progress since 2006</i>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.A.	First WSP Y/N	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.A.	If yes, describe conservation practices that you are already implementing OR If no, complete Table 21 on Implementation	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.A.	What are the results from the actions in Table 21-how were results measured?	
<i>Triggers for Allocation and Demand Reduction Actions</i>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.A.	Table 22. Short and long-term demand reduction conditions, triggers and actions	
<i>Conservation Objectives and Strategies</i>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.B.	Is your ten-year average (2005-2014) unaccounted Water Use in Table 2 higher than 10% Y/N	The DNR approves of the City of La Crescent's intention to reduce the unaccounted-for water volume to less than 10% in the next water supply plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.B.	Leak detection monitoring schedule	Some leaks develop slowly over time and a leak detection

						survey is need to discover the leaks. Therefore, a leaks detection survey should be conducted at least once every two or three years.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.B.	Date of most recent water audit & frequency	The DNR commends the City of La Crescent for its intentions to conduct a water audit every year. MN Rural Audits will do water audits for free.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.B.	If Table 2 shows annual water losses over 10% or an increasing trend over time, describe what actions will be taken to reach the <10% loss objective and within what timeframe	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.B.	Table 23. Information about customer meters	It is good to see that the City of La Crescent will be changing out it's meters. Meters also develop leaks over time. The AWWA - recommends residential meter checked every 10 years.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.B.	Table 24. Water source meters	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.B.	Is your average 2010-2015 residential per capita water demand in Table 2 more than 75 GPD Y/N	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.B.	Ave. residential per capita demand data	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Describe the water use trend	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.B.	Table 25. Strategies & timeframe to reduce residential per capita demand	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.B.	Table 26. Strategies & timeframe to reduce institutional, commercial industrial, &	The DNR recommends that the City of La Crescent adopt additional strategies from Table 26.

					agricultural & non-revenue use demand	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.B.	Describe the trend for each customer category; explain the reason(s) for the trends, and where trends are increasing.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.B.	Peak Day Demand Ratio & Calculate a ten year average (2005 – 2014) of the ratio of maximum day demand to average day demand	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.B.	Current water rate data	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.B.	Table 27. Rate structures for each customer category	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.B.	Justification for neutral or non-conserving rates	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		3.B.	Table 28. Additional strategies to Reduce Water Use & Support Wellhead Protection	They City of La Crescent needs to adopt additional strategies from Table 28.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.B.	Measures of success	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		3.B.	Table 29. Regulations for short-term reductions in demand and long-term improvements in water efficiencies	The City of La Crescent should adopt additional strategies from Table 29.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		3.B.	Table 30. Retrofitting programs	The City of La Crescent should cooperate with the Power Companies and the Watersher District in offering rebates to i customers for water efficient appliances and fixtures.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		3.B.	Conservation Program success	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.C.	Table 31. Current and Proposed Education Programs	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3.C.	Future education and information activities	

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		4.D. Metro Only	Table 32. Local controls and schedule to protect Drinking Water Supply Management Areas	Not Applicable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Appendix 1	Well records and maintenance summaries	Your maintenance log is great.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Appendix 2	Water level monitoring plan	The DNR commends the City of La Crescent on its Water Level Monitoring Plan. The DNR looks forward to receiving the data that has been gathered in the year 2020.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Appendix 3	Water level graphs for each water supply well	The SCADA data should be graphed. In addition, the water levels should be shown as the elevation above sea level.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Appendix 4	Capital Improvement Plan	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Appendix 5	Emergency Telephone List	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Appendix 6	Cooperative Agreements for Emergency Services	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Appendix 7	Municipal Critical Water Deficiency Ordinance	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Appendix 8	Graph showing annual per capita water demand for each customer category during the last ten-years	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Appendix 9	Water Rate Structure	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Appendix 10	Adopted or proposed regulations to reduce demand or improve water efficiency	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Appendix 11	Implementation Checklist	

Plan Approved ☒

Plan NOT Approved ☐

Date: January 5, 2021

#3.4



MEMORANDUM

TO: Honorable Mayor and City Council Members

FROM: Tim Hruska, P.E., L.S.

DATE: January 6, 2021

RE: Horse Track Meadows Construction Questions

As part of the above development, the Developer has asked for clarification on the items below.

1. Penalties to the Contractor: The project completion date was October 30, 2020. The contractor requested a 1 week extension and constructed the base course of bituminous pavement on November 6th and November 9th, 2020.

Placement of the final lift of bituminous pavement should be evaluated next spring based on the number of homes under construction in the subdivision.

2. Water service materials: Copper water service piping is the City Standard and the standard of many municipalities including the City of Rochester. Polyethylene water service piping has been accepted under certain circumstances such as directional drilling.
3. Sanitary sewer depth: Sanitary sewer depth is controlled by the shallowest service and minimum pipe slope. An 9 foot basement with 3 foot footings and service pipe slope were used for the sanitary sewer design.
4. Water service extensions: Water service shutoffs are located at the property line with service piping extending an additional 10' through an utility easement behind the property line. Private utilities were installed in the utility easement this fall after the subdivision was constructed. The services were extended past the easement line to avoid conflicts when the property owners connect to the public utilities.
5. Service Markings: The specifications call for water, sanitary, and subdrain services to be marked with a 4"x4" post painted to define what service they are marking. The services were actually marked with smaller wooden posts or pipe painted with the associated utility's color or with the lumber supplied by the developer. This was deemed acceptable by the city engineer during construction of the public utilities.

#3.5

whks

engineers + planners + land surveyors

MEMORANDUM

TO: Bill Waller, City Administrator

FROM: Tim Hruska, P.E., L.S.

DATE: January 20, 2021

RE: Property Proposal along South 7th Street

The property owner of 716 South 7th Street has approached the City about acquiring addition property to the west of their parcel. We have reviewed this area with Staff. It is our understanding that the property owner would like to build an addition in this area. A parking area with access to the City Park trail system has been contemplated in this vicinity due the trail grading going to the north-northwest. There appears to be space to still accommodate this facility without a portion adjacent to 716. There are a number of items that should to be addressed because of concerns in the area. We've listed them below.

- The property owner should provide a site grading plan showing proposed improvements to the property, grading, and any required public infrastructure to accommodate the improvements. This plan would need to be prepared and signed by and Professional Engineer.
- Prepare a drainage report that includes existing drainage areas, existing drainage infrastructure, and proposed improvements. The report needs to cover the drainage both along 7th Street and what comes from the north. This report would need to be prepared and signed by a Professional Engineer.
- Additional easements may be required to accommodate the above items. These will need to be identified during the development of the site grading plan.
- The County will need to be consulted during the process as they have jurisdiction on the roadway.

I will be in attendance at the meeting to discuss and answer any questions.

#3.6



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: January 20, 2021
RE: Municipal State Aid Review

Attached for review by the City Council is the 2020 Annual Certification of Mileage for the City's Municipal State Aid (MSA) system. Also included is a map which shows the City streets that are designated as MSA streets.

City Engineer Tim Hruska will be in attendance at the meeting to review this with the City Council.

Information from MnDOT about the MSA program is included. For City Council information, in 2020 the City of La Crescent's MSA allocation was \$251,605.

This item is informational and does not require action by the City Council.

2020

ANNUAL CERTIFICATION OF MILEAGE

SEE INSTRUCTIONS INCLUDED ON WEB SITE
RECORD REVISIONS ON BACK OF FORM
SUBMIT TO YOUR DSAE BY JANUARY 15, 2021

Municipal Mileage as of Dec. 31, 2019					Revisions During Current Year 2020 (+ or -)				Municipal Mileage as of Dec. 31, 2020			
Non- Existing	Unimproved	Improved	Total	IV	Non- Existing	Unimproved	Improved	VIII	Non- Existing	Unimproved	Improved	Total
I	II	III	IV		V	VI	VII		IX	X	XI	XII
MILEAGE NOT CONSIDERED IN THE COMPUTATION OF BASIC MILEAGE												
1. Trunk Highways												
		3.83	3.83								3.83	3.83
2. Trunk Highways Turnbacks (Designated as MSAS - mileage above 20%)												
3. County State Aid Highways (Exclude mileage designated as MSAS)												
		2.72	2.72								2.72	2.72
4. County State Aid Highway Turnbacks (Designated as MSAS - mileage above 20%)												
5. Total Mileage of Line 1 Thru 4												
Previous =				6.55	Adjustment =				Current =			
									6.55			
BASIC MILEAGE: MILEAGE CONSIDERED IN THE COMPUTATION OF ALLOWABLE MILEAGE												
6. Municipal State Aid Streets (Exclude Trunk and County Highway Turnbacks and Mileage Partly Outside the City Limits in a non MSAS city)												
		5.84	5.84								5.84	5.84
7. County Road Turnbacks (Designated as MSAS)												
8. County Roads (Exclude mileage designated as MSAS)												
9. Other Local Roads And Streets - not designated (Include T.H. & CSAH frontage roads)												
		23.92	23.92				0.82	0.82			24.74	24.74
Previous =				29.76	Adjustment =				Current =			
									30.58			
10. Total Improved Basic Mileage (lines 6 + 7 + 8 + 9)												
11. Percentage Limitation Allowed by Statute												
12. MAXIMUM MILEAGE ALLOWED FOR M.S.A.S. DESIGNATIONS (Col XI, Line 10 Times Line 11)												
13. Total Municipal State Aid Street Designated (Column XII, Line 2 + 4 + 6 + 7)												
14. Total Miles of T.H. & County Turnbacks designated as MSAS Above 20% (Col. XII Line 2 + 4 + 7)												
15. Mileage designated MSAS - not including T.H. and County Turnback mileage (Line 13 minus Line 14).												
16. MSAS Mileage Partly Outside the City Limits in a non MSAS city (if any)												
17. Municipal State Aid Street Mileage Over/Under Maximum Allowed. (Line 12 minus line 15 minus Line 16)												

I hereby certify that the total Improved Mileage (Col.XI. Line 5 + 10) in the Municipality of La Crescent as of December 31, 2020 is 37.13 Miles.

Signed

Title

Date

1/15/21

☐ NOTE: Lines 2, 4, 6, & 7 are MSAS mileage categories

☐ Shaded Fields contain formulas. These fields get filled automatically as data is entered.

JAN. 1 TO DEC. 31, 2020

MUNICIPALITY La Crescent**REVISIONS MADE DURING 2020**

New Construction, System Revision, Jurisdictional Exchange, Administrative Revision, etc.

MUNICIPAL STATE AID STREETS Regular Mileage									
Route Number	Original Miles	MILEAGE CHANGE + OR -				Revised or New Miles	Date of Change	Reason / notes	Indicate if Needs were updated in 2020
		Non-Existing	Un-improved	Improved	Total				
							TOTAL MILEAGE CHANGE + or - (insert on Line 6)		
TURNBACK MUNICIPAL STATE AID STREETS (County Road, CSAH or TH Turnbacks)									
							TOTAL MILEAGE CHANGE + or - (insert on Line 2 or Line 4 or Line 7)		
TRUNK HIGHWAYS, COUNTY ROADS, or COUNTY STATE AID HIGHWAYS									
							TOTAL MILEAGE CHANGE + or - (insert on Line 1, Line 3 or Line 8)		
LOCAL ROADS									
Hickory Cour	0.00			0.11	0.11	0.11		Added to City	no
e Track Mea	0.00			0.71	0.71	0.71		Added to City	no
				0.82	0.82	0.82	TOTAL MILEAGE CHANGE + or - insert on Line 9		

The map displays the La Graceland area in New Hartford, Connecticut. The Mississippi River is shown on the left side, flowing into Blue Lake. The La Graceland area is highlighted in the center, with various streets and landmarks labeled. The map includes a grid with numbers 1 through 34 and letters A through Z. Key features include the Mississippi River, Blue Lake, and the La Graceland area. The map is oriented with North at the top.

Municipal State Aid Street Needs

Program Overview

The Municipal State Aid Street program provides funding to assist municipalities with the construction and maintenance of community-interest streets on their state aid systems. The program goals are to provide users of the secondary roadway system with safe streets, adequate mobility and structural capacity, and an integrated transportation network. The program is administered by MnDOT's State Aid for Local Transportation.



Program Criteria

For a city to be included in the MSAS system, it must have a population of at least 5,000 (Minnesota Statutes 162.09¹). As of January 2020, there are 148 cities and 3,795 miles on the system.

Within each eligible city, up to 20 percent of the local streets and county roads may be designated as MSAS. A street may be selected as a MSAS route if it:

- Is projected to carry a relatively heavier traffic volume or is functionally classified as collector or arterial as identified on the city's functional classification plan.
- Connects points of major traffic interest, parks, parkways or recreational areas.
- Provides an integrated and coordinated highway and street system affording, within practical limits, a state-aid network consistent with projected traffic demands.

The function of a road may change over time requiring periodic revisions to the state aid system.

Funding

MSAS receive 9 percent of 95 percent of the constitutionally dedicated Highway Users Tax Distribution Fund. This funding is distributed to each city annually each January following a formula provided in Minnesota Statutes 162.13² – so that:

- 50 percent is divided proportionately based on each city's population

¹ <https://www.revisor.mn.gov/statutes/?id=162.09>

² <https://www.revisor.mn.gov/statutes/?id=162.13>

- 50 percent is divided proportionately based on the construction needs of each city

The table below shows the amount distributed to cities along with the number of projects that have been approved over the last five years.

	2015	2016	2017	2018	2019
Amount Distributed	\$170.7 M	\$173.6 M	\$173.2 M	\$192.2 M	\$192.4 M
Number of Projects	211	239	180	163	234

Data source: Commissioner's Order

For More Information

Contact Bill Lanoux, MSAS Needs Manager at william.lanoux@state.mn.us or 651-366-3817.

Revised: 02/2020

#3.7



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: January 20, 2021
RE: Offer to Purchase Property

We have been negotiating with the owner of the apartment building to purchase the property at 322 South 1st Street. This property was recently damaged in a fire and a portion of the building has since been removed.

A map that shows the location of the property is included. Also included is a section from the City's Comprehensive Plan on downtown parking, along with a section from the City's Downtown Plan for a new City Hall.

The purchase price would be \$135,000. The City would be responsible for the cost of demolishing the balance of the building at an estimated cost of \$12,000. The seller is agreeable to a contract for deed purchase over 5 years at 3.75% interest.

The purchase of the property would allow the City the option to expand the existing parking lot in the future, or depending on the acquisition of additional property on this block the expanded property is a potential redevelopment site in the future.

For City Council information, the City purchased the property at 337 Main Street in 2014 for \$137,500, the property is 50'x140'. In 2017 the City purchased the property at 333 Main Street for \$190,000, the property is 60'x140'.

The City Attorney will review with the City Council the process and requirements for the City to purchase property.

We are suggesting that the City Council approve the purchase of the property according to the terms as presented, that the City Council amend the 2021 budget to reflect the expenditure, and that the City Council authorize the City Attorney to prepare the contract for deed and authorize the required signatures.



La Crescent, MN

New City Hall

Potential Building Outline

Goal 5

Parking will remain convenient and free in the downtown area.

Objective

Customers will be able to find parking within one block of their final destination at most times.

Strategies

- 5.1. The City will maintain as much on-street parking capacity as possible to reduce the need for off-street lots, including existing angle parking.
- 5.2. The City will improve existing public parking lots downtown, including pavement quality and signage. As opportunities arise, the City will acquire and reserve parcels for additional off-street public parking, typically at the edge of the urban core. Parking should be addressed as part of work with a consultant to develop a holistic downtown development plan.
- 5.3. There will be routine reminders for downtown business employees to reserve prime parking for customers by parking their own vehicles in secondary lots and streets.
- 5.4. Consider adding electric vehicle charging stations in City-owned lots as part of the City's commitment to reducing dependence on fossil fuels



Goal 6

Downtown will be recognized locally and regionally as the civic and commercial heart of the La Crescent community.

Strategies

- 6.1. Key civic buildings will continue to be located in the downtown core, including City Hall and the library.
- 6.2. The Downtown core will retain its identity and function as the heart of the Central Business District.
- 6.3. When developing new civic buildings downtown, incorporate a small public gathering space that incorporates art, places to sit, and ample landscaping.
- 6.4. Develop a Downtown Plan to extend the goals and strategies of this section of the comprehensive plan into a detailed vision for specific public and private investment projects. Address parking needs in the plan. It would be appropriate to combine this with planning for any new civic buildings.
- 6.5. Use downtown streets for community events in every season, including parades, recreation events, car shows, arts festivals, etc.

Catalytic Redevelopment Site "H"



Advantages

- » This location offers the opportunity to directly connect to the nearby La Crescent Community Building, enabling elevator access to the upper meeting room in that facility.
- » This site would establish the adjoining intersection as important and expand the downtown somewhat.

Disadvantages

- » Requires the removal of two homes, a gift shop and the existing library

The proposed La Crescent Municipal Building would be three stories in height, about 26,400 SF in floor area, and include City Hall, Police Department and Library uses. It could also lease space to other

public entities (e.g., the local field office for the U.S. Army Corp of Engineers) and for a first floor commercial use (though only if that space is not constructed with public bonding). The site would also feature surface parking, both for users of this building and downtown parking needs in general. Potential first floor uses include:

- » Coffee Shop, Deli, Bakery, etc.

Though not illustrated above, alternative design ideas include closure of the west end of the alley, and direct connection of the two civic buildings at ground level, and a solar panel canopy in the parking median.

When pursuing development of this site, the City should consider

Representative Photo



Signature "Municipal" Building with corner plaza space. The proposed building might have this approximate shape, but would be shorter (3 stories) and incorporate larger windows than this example photo.

its relationship to the intersection of Oak St. and Main St., and should advocate for private investment and redevelopment on the other three corners to further enhance this as an important place in La Crescent.

#3.8



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: January 20, 2021
RE: Establish Tax Increment Project

For City Council information, Troy Nolop and his sons Bryce and Camdan have purchased the old laundromat property at 31 Walnut Street South. The Nolop's intend to demolish the existing structure and construct a new 2-story building on the site. The new structure would be commercial on the first floor, and have two apartments on the second story.

We have been working with the Nolop's to establish a tax increment district for the project. The current laundromat building meets the definition as a substandard building.

The Nolop's are proposing a \$750,000 project on the site. The project as proposed would generate \$184,547 in tax increment financing benefits over a 15-year period of time that would be eligible to be reimbursed to the developer for qualifying project expenditures. Those expenditures include property acquisition, building demolition, and site and utility improvements related to the new construction.

In order to proceed with the project, the following items will need to be approved by the City Council:

1. Approve the financial planning agreement with Northland Securities to establish the tax increment financing district. The Nolop's have agreed to reimburse the City \$4,500 for ½ of the cost of the services outlined in the financial planning agreement.
2. Approve the resolution calling for a public hearing to consider the establishment of the tax increment financing district.

The financial planning agreement, resolution, and a number of other items related to the project are included for review by the City council.

This is an exciting project for the central business district, and is consistent with the goals that are included in the City's Comprehensive Plan for new developments on Walnut Street.

FINANCIAL PLANNING AGREEMENT

**BY AND BETWEEN
THE CITY OF LA CRESCENT**

AND

NORTHLAND SECURITIES, INC.

TAX INCREMENT FINANCING DISTRICT (REDEVELOPMENT)

This Agreement made and entered into by and between the City of La Crescent, Minnesota (hereinafter "City") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "NSI").

WITNESSETH

WHEREAS, the City desires to use the services of NSI for financial planning assistance related the establishment of a Tax Increment Financing (Redevelopment) District No. 1-9 (the "TIF District") to assist with the development of a mixed-use commercial and residential project in the City's downtown (the "Project").

WHEREAS, the Project is intended solely for financial planning and NSI is not providing advice on the timing, terms, structure or similar matters related to a specific bond issue.

WHEREAS, NSI desires to furnish services to the City as hereinafter described.

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NSI

The scope of work will undertake the process to establish the proposed tax increment financing district. Legal services to review the TIF plan and the approving resolution are not provided by NSI and are not subject to this agreement. Inspection services to determine if the project meets the definition of "Substandard Building" as defined by Minnesota Statutes, Section 469.174, subdivision 10, are not provided by NSI and are not subject to this agreement.

NSI will provide the following services:

1. Collect data for the TIF District, including:
 - Parcel identification numbers for all parcels within the Development District and TIF District.
 - Estimated market value and tax capacity value for all parcels within the TIF District.
 - Current property tax rates for all jurisdictions.
 - City map showing project location and parcel boundaries.
2. Evaluate and advise City on type of TIF district.
3. Provide guidance on statutory findings.
4. Collect data about the Project, including:
 - Type, size, value, and timing of proposed development.
 - Activities and estimated costs (project budget) to be paid by the TIF District.
5. Review basis for findings for establishing TIF District, including:

- Statutory criteria for proposed district.
 - Developer justification (“but for”) for the use of tax increment.
 - Review of Developer project pro forma and operating pro forma.
6. Determine and confirm basic understanding by the applicable City staff and representatives the City of key criteria for the process including:
 - Boundaries of Development District.
 - Specific development objectives to address in the planning documents beyond the proposed project.
 - Official newspaper and publication schedule.
 - An understanding by the attorney who will review the plan and final resolution.
 7. Obtain any additional data not collected in #1, including:
 - Building permits issued for parcels in the TIF District over the past 18 months.
 - Current comprehensive plan.
 8. Set and distribute calendar of meetings and key dates.
 9. Prepare notice of hearing and comply with statutory requirements for mailing and publication.
 10. Assist the City and attorney to the City with the negotiation and drafting of the development agreement for the Project.
 11. Prepare planning documents including program for the Development District and plan for the TIF District.
 12. Distribute draft planning documents with letter of explanation and other supporting information to county and school district.
 13. Prepare resolutions authorizing the District and approving the plan.
 14. Prepare and distribute resolution for planning commission findings, if necessary (scope does not include NSI attendance at planning commission meeting).
 15. Prepare and distribute packet for public hearing including TIF plan and approving resolution.
 16. Attend and facilitate discussion at public hearing.
 17. Prepare TIF transcript (electronic document).
 18. Submit district for certification by the county.
 19. File district with the Office of the State Auditor and Minnesota Department of Revenue.
- The services to be provided include attendance at one in-person meeting at the City.

COMPENSATION

The budget for undertaking the tasks in this agreement is an amount not to exceed \$9,000. The amount is based on the estimated number of hours required to complete these tasks at an hourly billing rate of \$215 per hour plus reimbursable expenses for travel, printing, and mailing. NSI will bill on a monthly basis for actual services performed and reimbursable expenses.

The City may at its discretion authorize NSI to undertake additional tasks, including meeting attendance, beyond the tasks listed above. Additional planning services will be billed monthly at a rate of \$215 per hour.

Invoices will detail the work performed, requested compensation for the period and show amounts previously billed.

ASSIGNED NORTHLAND EMPLOYEE

The NSI employee responsible for providing services pursuant to this agreement and for the services performed is Tammy Omdal.

SUCCESSORS OR ASSIGNS

The terms and provisions of this Agreement are binding upon and inure to the benefit of the City and NSI and their successors or assigns.

DISCLAIMER

In performing service under this agreement, NSI is relying on the accuracy of information provided by the Developer and the City and the services provided by NSI are based on current State Law. The parties agree that the Minnesota property tax system and other laws may change and may affect the accuracy and validity of services provided by NSI. NSI will perform its work using the best available information. The City recognizes and accepts that future property values, tax levies and tax rates may vary from the assumptions used by NSI and such changes may affect the work product produced and provided by NSI.

TERM OF THIS AGREEMENT

This Agreement shall terminate upon NSI's completion of the tasks listed above and the filing of the adopted district with the State. This Agreement may also be terminated upon thirty (30) days written notice by either the City or NSI. Absent a separate written agreement to the contrary, termination of this Agreement without providing at least thirty (30) days written notice shall result in "early termination". In the event of "early termination" by the City, NSI shall provide the City with an itemized hourly statement of services already provided. All billable hours by NSI shall be billed at the stated hourly rates should "early termination" occur.

Dated this ____ day of _____, 2021.

Northland Securities, Inc.

By: Tammy Omdal
Tammy Omdal
Managing Director

City of La Crescent

By: _____
Bill Waller
City Administrator



ANALYSIS FOR TAX INCREMENT FINANCING (TIF) REDEVELOPMENT SITE

The information contained below is provided for information purposes and is believed to be reliable, but is not guaranteed as to accuracy and completeness and does not purport to be a complete analysis of the requirements.

It is recommended that the city seeking to complete an analysis of a redevelopment site for the purpose of establishing a redevelopment tax increment financing district hire a professional(s) that is qualified to complete the inspection of property and to make findings.

The city must determine if the site meets the definition of "Substandard Building" as defined by Minnesota Statutes, Section 469.174, subdivision 10.

The following information is provided in this report:

1. Interior Inspection Requirements
2. Qualification Requirements
 - a. Coverage Test
 - b. Conditions Test
3. Example Inspection Report

1. Interior Inspection Requirements

- a) The city may not make a determination a building is structurally substandard without an interior inspection of the property.
- b) An interior inspection of the property is not required, if the city finds that:
 - the city is unable to gain access to the property after using its best efforts to obtain permission from the party that owns or controls the property; and
 - the evidence otherwise supports a reasonable conclusion that the building is structurally substandard.
- c) Written documentation of the findings and reasons why an interior inspection was not conducted must be made and retained under Minnesota Statutes section 469.175, subdivision 3(1).

2. Qualification Requirements

Minnesota Statutes, Section 469.174, Subdivision 10 (a) (1) requires two tests for occupied parcels be met to qualify as a Redevelopment District:

a) Coverage Test

- Parcels consisting of 70% of the area of the district must be occupied by buildings, streets, utilities, or paved or gravel parking lots to meet the required coverage test.
- The coverage required by the parcel to be considered occupied is defined under Minnesota Statutes, Section 469.174, Subdivision 10(e). For purposes of this subdivision, a parcel is not occupied by buildings, streets, utilities, or paved or gravel parking lots unless 15% of the area of the parcel contains building, streets, utilities, or paved or gravel parking lots.
- **Findings:** To qualify as a Redevelopment District the city will need to find that the coverage test is met. The city must find that parcels consisting of 70% of the area of the district are occupied by buildings, streets, utilities, or paved or gravel parking lots.

b) Condition of Buildings Test

- More than 50% of the buildings, not including outbuildings, must be found to be structurally substandard to a degree requiring substantial renovation or clearance.
 - The conditions test for structurally substandard is defined under Minnesota Statutes, Section 469.174, Subdivision 10(b). For purposes of this subdivision, “structurally substandard” shall mean containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance.”
 - Buildings are not eligible to be considered structurally substandard unless they meet certain additional criteria, as set forth in Minnesota Statutes, 469.174, Subdivision 10(c). A building is not structurally substandard if it is in compliance with the building code applicable to new buildings or could be modified to satisfy the building code at a cost of less than 15% of the cost of constructing a new structure of the same square footage and type on the site. The municipality may find that a building is not disqualified as structurally substandard under the preceding sentence on the basis of reasonably available evidence, such as the size, type, and age of the building, the average cost of plumbing, electrical, or structural repairs, or other similar reliable evidence. Items of evidence that support such a conclusion that the building is not disqualified include recent fire or police inspections, on-site property appraisals or housing inspections, exterior evidence of deterioration, or other similar reliable evidence.
 - The city may decide to not count energy code deficiencies toward the thresholds required by Minnesota Statutes, Section 469.174, Subdivision 10(b)) defined as “structurally substandard”, due to concerns expressed by the State of Minnesota Court of Appeals in the Walser Auto Sales, Inc. vs. City of Richfield case filed November 13, 2001.
-

- **Findings:** To qualify as a Redevelopment District the city will need to find that the conditions test is met. The city must find that more than 50% of the buildings, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance.

3. EXAMPLE INSPECTIONS REPORT

See Attachment beginning on page 4.



January 13, 2021

SUBJECT: 31 Walnut Street South, Inspection Report
LOCATION: 31 Walnut Street South, La Crescent, MN
Parcel Number: 250046000

This report represents the opinion of Shawn Wetterlin Certified Building Official #BO667438 during an inspection of exposed elements. No testing, removal of roofing or wall coverings was done.

1. ESTIMATED BUILDING VALUE: \$ 97,600
2. ESTIMATED COSTS TO CORRECT BUILDING CODE DEFICIENCIES: \$ 40,000
3. PERCENTAGE OF REPLACEMENT COST: 41%
4. DETAILS ON DEFECTS OF CODE DEFICIENCIES:

Roof replacement	\$ 7,000
Furnace & Air Conditioning	\$ 7,500
Water Heater	\$ 1,500
Windows and door replacement	\$ 9,000
Asbestos Abatement	\$ 5,000
ADA Restroom requirements	\$ 10,000

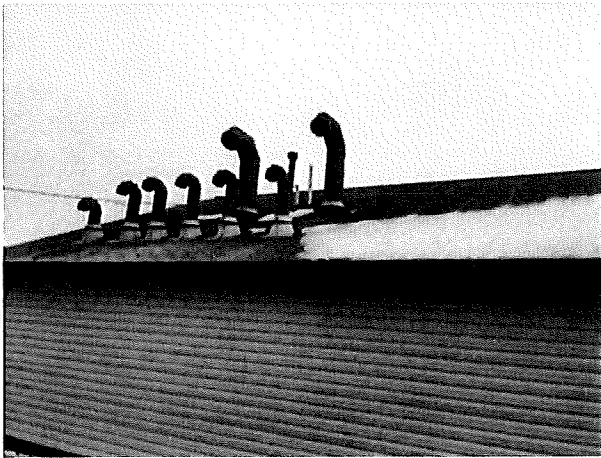
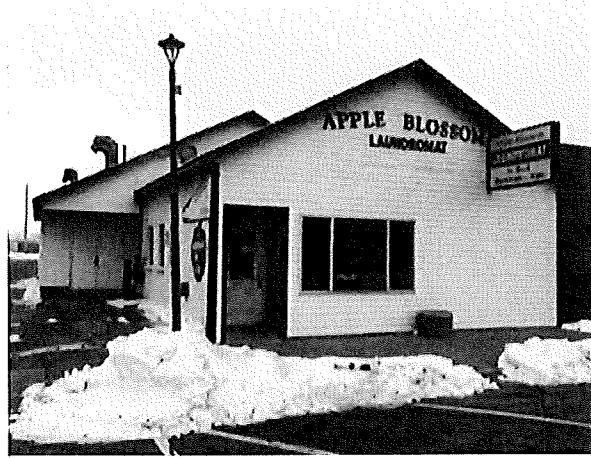
It is my opinion that this building is substandard as defined by Minnesota Statutes, Section 469.174, Subdivision 10c.

- a. Building Code deficiencies total more than 15% of replacement cost.
- b. Substantial renovation is required to correct conditions found.

Respectfully Submitted,

Shawn Wetterlin

Shawn Wetterlin



City of La Crescent
Modification of Municipal Development District No. 1
Establishment of Tax Increment Financing District No. 1-9
Redevelopment TIF District
Mixed Use DT Redevelopment
Public Hearing on March 22

January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 25 City building official completes inspection of property and report of findings
January 25 City Council calls for public hearing for TIF

February 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

February 2 Last day for written notice to County Commissioner
February 19 Last day for notice, TIF plan, and fiscal implications to County and School District
February 25 Last day for notice to newspaper

March 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 4 Publication date for hearing notice
March 22 Public hearing and establishment of TIF District (6:30 pm City Hall)

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 5 Request certification by County
April 5 Submit plan to State
June 30 Certification of TIF District by this Date

Notes to Calendar:

- 1 Denotes regular city council meeting dates, 2nd and 4th Wednesday of the month.
- 2 Denotes regular planning commission meeting date.
- 3 City needs to confirm publication dates for hearing notice and is responsible for submitting the notice to the newspaper.
- 4 City Council may consider resolution approving a development agreement (for TIF assistance) following establishment of the TIF District. This may occur on March 22.
- 5 Northland will distribute a draft of the TIF Plan to city staff and legal counsel to the City one week prior to distribution of the report to the County and School District.



EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF
LA CRESCENT, MINNESOTA

HELD: January 25, 2021

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of La Crescent, Houston County, Minnesota, was duly held at the La Crescent City Hall on Monday, the 25th day of January, 2021 at 5:30 p.m. for the purpose, in part, of calling a public hearing on the proposed establishment of Tax Increment Financing District No. 1-9 within Municipal Development District No. 1, and the proposed adoption of the Tax Increment Financing Plan relating thereto.

The following Council members were present:

and the following were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

CITY OF LA CRESCENT
RESOLUTION NO. 2021- _____

RESOLUTION CALLING PUBLIC HEARING ON THE PROPOSED
MODIFICATION OF THE DEVELOPMENT PROGRAM FOR MUNICIPAL
DEVELOPMENT DISTRICT NO. 1, THE PROPOSED ESTABLISHMENT OF
TAX INCREMENT FINANCING DISTRICT NO. 1-9 WITHIN THE
DEVELOPMENT DISTRICT, THE PROPOSED ADOPTION OF A TAX
INCREMENT FINANCING PLAN RELATING TO THERETO, AND THE
PROPOSED ADOPTION OF A BUSINESS SUBSIDY

BE IT RESOLVED by the City Council (the "Council") of the City of La Crescent, Minnesota (the "City"), as follows:

1. Public Hearing. This Council shall meet on March 22, 2021, at approximately 5:30 p.m., to hold a public hearing on the proposed modification of the Development Program for Municipal Development District No. 1, the proposed establishment of Tax Increment Financing District No. 1-9 within the Development District, the proposed adoption of a Tax Increment Financing Plan relating to thereto, and the proposed adoption of a business subsidy, all pursuant to Minnesota Statutes, Sections 469.124 through 469.133 and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (the "Act"), and Minnesota Statutes, Sections 116J.993 to 116J.995.

2. Notice of Hearing; Filing of Program and Plan. The City Administrator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A,

to be published as required by the Act and by Minnesota Statutes, Section 116J.994, and to place a copy of the proposed modified Development Program, the proposed Tax Increment Financing Plan and the proposed business subsidy on file in the City Administrator's Office at City Hall and to make such copies available for inspection by the public.

3. Consultation with Other Taxing Jurisdictions. The City Administrator is hereby directed to mail a notice of the public hearing and a copy of the proposed Tax Increment Financing Plan for Tax Increment Financing District No. 1-9 to the Houston County Auditor and the Clerk of Independent School District No. 300 informing those taxing jurisdictions of the estimated fiscal and economic impact of the establishment of the proposed Tax Increment Financing District No. 1-9.

Adopted by the City Council of the City of La Crescent, Minnesota, this 25th day of January, 2021.

Mayor

ATTEST:

City Administrator

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF HOUSTON)

I, the undersigned, being the duly qualified and acting City Administrator of the City of La Crescent, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of La Crescent, Minnesota duly called and held, as such minutes relate to the calling of a public hearing on the City's establishment of Tax Increment Financing District No. 1-9 and business subsidy.

WITNESS my hand as such City Clerk of the City of La Crescent this ____ day of _____, 2021.

City Administrator

EXHIBIT A

CITY OF LA CRESCENT
COUNTY OF HOUSTON
STATE OF MINNESOTA

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of La Crescent, Houston County, Minnesota, will hold a public hearing on Monday, March 22, 2021, at 5:30 p.m., at the La Crescent City Hall, in the City of La Crescent, Minnesota, relating to the proposed modification of the Development Program for Municipal Development District No. 1, the proposed establishment of Tax Increment Financing District No. 1-9 within the Development District, and the proposed adoption of a Tax Increment Financing Plan for Tax Increment Financing District No. 1-9, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133, as amended, and Sections 469.174 through 469.1794, as amended, and to adopt business subsidy agreements, pursuant to Sections 116J.993 to 116J.995, all inclusive, as amended. The recipient of the proposed business subsidy is Brycambria Properties, LLC (the "Developer"), in connection with the reimbursement of land acquisition and site improvements within the TIF District. The creation or retention of jobs is not a goal of the proposed business subsidy. A copy of the proposed Tax Increment Financing Plan and a summary of the agreements are on file and available for public inspection at the office of the City Administrator at City Hall.

A person with residence in or the owner of taxable property in the City may file a written complaint with the City if the City fails to comply with Sections 116J.993 to 116J.995, and no action may be filed against the City for the failure to comply unless a written complaint is filed.

The property included in Municipal Development District No. 1 is described in the Development Program on file in the office of the City Administrator. The property proposed to be included in Tax Increment Financing District No. 1-9 is described in the Tax Increment Financing Plan on file in the office of the City Administrator.

Maps of the Municipal Development District No. 1 and Tax Increment Financing Districts No. 1-9 are set forth in the adjacent map:

[Map to be prepared by the City and inserted here]

All interested persons may appear at the hearing and present their views orally or in writing prior to the hearing.

BY ORDER OF THE CITY COUNCIL

/s/ Bill Waller

City Administrator

#3.9



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *BW*
DATE: January 20, 2021
RE: Call for Public Hearing – Small Cities Grant

The City has been working with Semcac to prepare a Small Cities Development Program application to submit to the Minnesota Department of Employment and Economic Development. The Program provides housing rehabilitation assistance to property owners from low to moderate income households. The full application will be submitted in March of 2021.

As part of the application process, the City is required to hold a public hearing prior to adopting a resolution authorizing the submittal of the application. We are suggesting that the City Council call for the public hearing at 5:45 pm, on Monday, February 22, 2021. A copy of the notice for the hearing is included.

This is the same program that the City received a \$456,000 grant in 2010, and a \$372,900 grant in 2017.

NOTICE OF HEARING

Notice is hereby given that the La Crescent City Council will conduct a public hearing at 5:45 p.m. on Monday, February 22, 2021 at the La Crescent City Hall, 315 Main Street, La Crescent, at which time it will consider a Small Cities Development Program Full Application.

Persons wishing to be heard with regard to the above-described application will be heard at this time. If unable to attend, written testimony may be offered and shall be given to the City Administrator prior to 4:00 p.m. the day of the hearing. The proposed plan is on file in the City Administrator's Office and is open for inspection during normal office hours.

THE CITY OF LA CRESCENT

BY: Bill Waller
City Administrator

Dated:

#3.10



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator *Bill*
DATE: January 20, 2021
RE: Authorize Review – Crestview Apartments Bylaws

At the request of Mayor Poellinger, this item was added to the agenda.



CITY OF LA CRESCENT

Department of Police

Chief Douglas J. Stavenau



January 21, 2021

Honorable Mayor and City Council Members

City Administrator Bill Waller

RE: 2021 Squad Car and Equipment Purchase

The Police Department would respectfully request permission to proceed with the purchase of a 2021 Dodge Durango and associated police equipment to up fit it for emergency service. The vehicle would be purchased from budgeted funds in the 2017 Capital Expenditure Budget and would be consistent with the 2020 Dodge Durango that is currently in service.

This vehicle would replace a 2016 Dodge Charger with approximately 95,000 miles on it. The vehicle has had a catastrophic engine failure (unrelated to neglected maintenance) at the end of December 2020. Various options were explored to keep the vehicle in service without identifying a financially viable solution. The 2016 Charger would be sold with full disclosure on the State of Minnesota Auction site MinnBid.

Thank you in advance for your consideration.

A handwritten signature in black ink, appearing to be "D. Stavenau", written over a horizontal line.

Douglas Stavenau

Chief of Police

#3.12



TO: Honorable Mayor and City Council Members
FROM: Chris Fortsch, Administrative Clerk *Chris*
DATE: January 21, 2021
RE: 2021 License Renewal Application

Attached for review and consideration by the City Council is an additional license renewal application I received last week.

The application appears to be in order, and I would suggest that the City Council approve the license renewal application.



2021 LICENSES	\$45.00	\$300.00	\$280.00	\$300.00	\$300.00	\$1,150.00	\$200.00	\$45.00	\$500.00	\$150.00	\$50.00	
		OFF-SALE	ON-SALE	ON-SALE	LIQUOR	LIQUOR	LIQUOR	GAS	SOLID	MASSAGE	MASSAGE	DATE
BUSINESS	CIGS	3.2	3.2	WINE	OFF SALE	ON SALE	SUNDAY	INSTALLERS	WASTE	BUSINESS	TECHNICIAN	PAID
G & T Heating & Air Conditioning								X				1/11/2021

#3.13



TO: Honorable Mayor and City Council Members
 FROM: Bill Waller, City Administrator
 DATE: January 20, 2021
 RE: Increase County Solid Waste Fee

Attached is a letter from Houston County informing the City of a rate increase to the household solid waste fee. This is a pass-thru fee that the City collects on the water bills and remits to Houston County.

We are suggesting that effective January 1, 2021 the City increase this fee to \$3.75 per household per month.

Included is a response from Houston County that explains the use of the funds. We may want to ask Houston County why the County levy has decreased, and the fee charged to City's and Townships has increased.

2016 & 2019 YTD

Item	2016	2019	% chan
Solid Waste Expenditures	\$ 682,809	\$ 725,544	6%
Solid Waste Revenues	\$ 533,569	\$ 583,629	9%
Recycling Expenditures	\$ 256,270	\$ 243,488	-5%
Recycling Revenues	\$ 140,566	\$ 123,925	-12%
Total Expenditures	\$ 939,079	\$ 969,032	3%
Total Revenues	\$ 674,135	\$ 707,554	5%
Solid Waste Labor Cost	\$ 276,949	\$ 286,354	3%
Recycling Labor Cost	\$ 119,932	\$ 128,498	7%
Total Labor Cost	\$ 396,881	\$ 414,852	5%
Total Non-Labor Cost	\$ 542,198	\$ 554,180	2%
	2016	2019	% change
County Levy for SW & Recycling Programs	\$ 264,644	\$ 261,478	-1%
Township/City Fee	\$ 360,297	\$ 361,937	0%
User Fees/Grants/Material Sales	\$ 314,138	\$ 345,617	10%
	2016	Proposed	% change
Township/City Fee	\$ 3.50	\$ 4.00	14%
Township/City Fee	\$ 3.50	\$ 3.75	7%



HOUSTON COUNTY ENVIRONMENTAL SERVICES

304 South Marshall Street – Room 202, Caledonia, MN 55921
Phone: (507) 725-5800 • Fax: (507) 725-5590



January 7, 2020

City of La Crescent Clerk
P.O. Box 142
La Crescent, MN 55947

RECEIVED

JAN 13 2021

City of La Crescent, MN

Dear Bill Waller,

Jurisdictions within Houston County are charged a household solid waste fee based on their number of households. County records indicate that the City of La Crescent was charged for 2306 households in 2020. Please review your records to ensure this number is accurate, and contact the Environmental Services Office to address any necessary corrections.

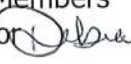
The Houston County Board increased the household fee to \$3.75 per household per month for 2021, and \$4.00 per household per month for 2022. You will receive quarterly invoices. The first quarter invoice is enclosed.

Respectfully,

Aaron Lacher
Houston County Zoning Administrator

#3.14



TO: Honorable Mayor and City Council Members
FROM: Debra Shimshak, Finance Director 
DATE: January 21, 2021
RE: Budget Adjustments for 2020

Attached you will find a list of the suggested budget adjustments for the revenues and expenditures for 2020. This requires action by the council in the form of a resolution.

As you read through each section the explanation of revenues and expenditures will help clarify the budget adjustments for 2020.

Following is an explanation for any significant adjustments:

Revenues:

Source 32000 – Licenses & Permits – increase of \$24,300 is attributed to building permits.

Source 33000 – Intergovernmental Aids – increase of \$98,100 is State of MN grant funding for the Wagon Wheel Trail – Phase 3 Bridge Project. Increase of \$276,400 from Federal Cares Act funding.

Source 34000 – Public Charges for Services – \$102,630 decrease is mainly due to revenues from the Aquatic Center and summer recreation programs caused by COVID-19 safety measures.

Source 36000 – Special Assessments - \$25,000 increase is attributed to contributions from private sources for playground equipment at Veteran's Park.

Source 39000 – Other Financing Sources – decrease of \$360,000 is for bond proceeds that when received were deposited into a Capital Project Fund (449). We showed these in the General Fund at the time as funding was not in place at the time we budgeted. (also see notes in Dept. 43100 – Streets)

Expenditures:

Dept. 41400 – City Clerk - \$7,800 increase in employer paid health insurance – employee enrollment increase. \$10,000 increase in other insurance expense (ex. Property, Municipal Liability and Workers’ Comp coverages).

Dept. 41410 – Elections - \$6,600 increase in Safety Equipment & Structures for COVID-19 shields for election judges – all precincts.

Dept. 41600 – Legal – \$10,000 increase in legal fees.

Dept. 41700 – Capital Outlay – Increase of \$53,600 for Veterans Park Playground which we received donations in 2019 and 2020 for the majority of this project. \$48,100 in additional computer equipment and software needed for staff related to COVID-19 stay at home executive orders, Federal Cares funds were used for this equipment.

Dept. 42100 – Police Dept. - \$6,000 increase in safety equipment and supplies. \$25,000 increase in labor due to filling positions with PT staff due to COVID-19 Executive Order to Stay at Home. \$10,000 increase due to City Hall building improvements to deal with access during the COVID-19 executive orders.

Dept. 43100 - Streets/Alleys – decrease of \$164,000 is made up of two main items. A decrease of \$350,000 is for the street project expenses that we received bond proceeds for were budgeted in this department and those expenses were paid out of Capital Project Fund 449 (see note for Source 39000). There was an increase in engineering costs for Phase 3 of the Wagon Wheel Project in the amount of \$130,000. Increase of \$22,000 in Repairs and Maintenance for equipment and vehicles and \$27,000 in Street Repairs and Maintenance.

Dept. 45110 – Aquatic Center – a decrease of \$83,000 includes reduced wage expense of \$43,000 as the concession stand was not open for operation in 2020. This also reduced expenses for all concession’s food and drink purchases for resale amounting to \$20,000. Pool chemical cost were also down by \$8,000 with the shortened open dates.

Dept. 45500 - Operating Transfer – \$164,301 Library Levy pulled since I credit the Library directly rather than making a transfer from the General Fund.

2020 BUDGET ADJUSTMENTS

REVENUES:

SOURCE SOURCE DESCRIPT.	INCREASE/DECREASE	AMOUNT	CURRENT BUDGET	FINAL BUDGET	DIFFERENCE
31000 TAXES	NO CHANGE	0	2,038,766	2,038,766	0
32000 LICENSES & PERMITS	INCREASE	-22,150	44,850	67,000	-22,150
33000 INTERGOVERNMENTAL AIDS	INCREASE	-378,654	1,116,746	1,495,400	-378,654
34000 PUBL CHRGS FOR SERVICE	DECREASE	102,630	181,130	78,500	102,630
35000 FINES & FORFEITURES	NO CHANGE	0	17,000	17,000	0
36000 SPECIAL ASSMTS	INCREASE	-25,290	26,010	51,300	-25,290
37000 MISCELLANEOUS REVENUE	NO CHANGE	0	0	0	0
39000 OTHER FINANCING SOURCES	DECREASE	360,000	360,000	0	360,000
TOTAL DECREASE IN REV.		36,536	3,784,502	3,747,966	36,536

EXPENDITURES:

DEPT # DEPT NAME	INCREASE/DECREASE	AMOUNT	CURRENT BUDGET	FINAL BUDGET	DIFFERENCE
41100 COUNCIL	NO CHANGE	0	136,850	136,850	0
41400 CITY CLERK	INCREASE	-20,772	306,928	327,700	-20,772
41410 ELECTIONS	INCREASE	-7,700	17,300	25,000	-7,700
41600 LEGAL	INCREASE	-10,000	75,000	85,000	-10,000
41700 CAPITAL OUTLAY	INCREASE	-108,800	6,600	115,400	-108,800
41900 CITY HALL	INCREASE	-8,850	27,350	36,200	-8,850
42100 POLICE DEPT	INCREASE	-28,103	1,006,897	1,035,000	-28,103
42200 FIRE DEPT	DECREASE	10,390	227,396	217,006	10,390
42400 BLDG/ZONING	NO CHANGE	0	57,855	57,855	0
42500 EMERG. SERVICES	NO CHANGE	0	2,000	2,000	0
42700 ANIMAL CONTROL	INCREASE	-1,800	15,800	17,600	-1,800
43050 PUBLIC WORKS	NO CHANGE	0	119,260	119,260	0
43100 STREETS/ALLEYS	DECREASE	164,020	839,020	675,000	164,020
43200 BRUSH SITE	NO CHANGE	0	9,955	9,955	0
45100 RECREATION	DECREASE	4,490	79,890	75,400	4,490
45110 AQUATIC CENTER	DECREASE	83,640	251,140	167,500	83,640
45200 PARKS	INCREASE	-7,450	124,450	131,900	-7,450
45500 LIBRARY OPERATING TRANSFER	DECREASE	164,301	164,301	0	164,301
47000 SPECIAL ASSESSMENTS	NO CHANGE	0	14,410	14,410	0
49300 OPERATING FUND TRANSFERS	INCREASE	0	0	0	0
49800 TRANSIT SERVICE	INCREASE	-5,150	302,100	307,250	-5,150
TOTAL DECREASE IN EXP.		228,216	3,784,502	3,556,286	228,216

BUDGETED FUND TRANSFERS:

FROM: GENERAL FUND
FROM: GENERAL FUND

TO: FIRE DEPT
TO: ARENA

\$217,006.00 BUDGETED CITY SHARE OF FIRE DEPT BUDGET
\$40,000.00 BUDGETED TRANSFER

#6.1

TO: Honorable Mayor and City Council Members
Park and Recreation Commission Members
FROM: Bill Waller, City Administrator
DATE: January 20, 2021
RE: Meeting Minutes
January 19, 2021

The La Crescent Park and Recreation Commission met at 5:30 p.m., on Tuesday, January 19, 2021, in the City Council Chambers at the La Crescent City Hall. Pursuant to Minn. Stat. Section 13D.021 and due to the COVID-19 pandemic, members of the Park & Recreation Commission and City staff were given the option to attend the meeting by telephone or zoom. The following members were present in person: Jon Steffes, Paul McLellan, Sarah Wetterlin, Diana Adamski, and Mike Limberg. Commission members Eileen Krenz and Randy Dobbs were not in attendance. Also in attendance in person were Teresa O'Donnell-Ebner, Chris Fortsch and Bill Waller.

1. Brief introductions were held.
2. It was the consensus of the Commission to approve the minutes of the October 19, 2021 Park and Recreation Commission meeting as presented.
3. Discussion was held regarding current and future trail extensions, including the development of a trail connection between the Apple Blossom Point development in the City and the Horse Thief Ridge development in La Crescent Township. Don Hill who has worked on laying out a connection between the two properties was in attendance at the meeting and reviewed the proposed plan and property owners involved in the trail extension. Tom Tornstrom from the La Crescent Town Board was in attendance at the meeting and provided an update to the Commission on the Township easement that is necessary to connect the two properties. It was the consensus of the Commission to have Jason Ludwigson, the City's Sustainability Coordinator, work with the property owner to facilitate the development of an easement to allow for the trail connection to be extended across private property.
4. Further discussion, including a review of the City's Blufflands Plan, was held with Tom Tornstrom and the possibility of Mr. Tornstrom granting an easement across properties that he owns in La Crescent Township to further extend a trail connection between Crescent Hills Drive and Vetsch Park. It was the consensus of the Commission to have Jason Ludwigson work with Mr. Tornstrom to facilitate the development of this easement.
5. The Commission was informed of the City's intent to proceed with the development of a formal plan focused on maintenance and permitted uses in the City's natural spaces. The project is proposed to begin in the second half of 2021 with the Park & Recreation Commission playing an active role in the development of the plan.

6. The Commission was updated on the status of the third phase of the Wagon Wheel improvement project, and a copy of the preliminary plan for the project was reviewed.
7. The Commission reviewed the outdoor skating rink that was installed on the City's lot on the corner of Main Street and Oak Street for use in the winter of 2020/2021, and the possibility of similar projects in the future.
8. The Commission was informed that Wieser Park was in the process of being transferred from La Crescent Township to the City of La Crescent.
9. A request to install lights at the sand volleyball courts at Old Hickory Park was distributed with the understanding that it will be on the agenda for the next Park & Recreation Commission meeting.
10. It was agreed that the next meeting of the Park and Recreation Commission would be Tuesday, February 16, 2021, at 5:30 pm., at City Hall.
11. There being nothing further to discuss the meeting was adjourned at approximately 6:47 pm.